



COUNCIL MEETING

AGENDA

Wednesday 9 February 2022

Commencing at 7:00pm

**Wycheproof Supper Room
367 Broadway, Wycheproof**

**Wayne O'Toole
Chief Executive Officer
Buloke Shire Council**

ORDER OF BUSINESS

1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT

WELCOME

The Mayor Cr Daryl Warren will welcome all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

The Mayor Cr Daryl Warren will acknowledge the traditional owners of the land on which we are meeting and pay our respects to their Elders and to the Elders from other communities who maybe here today.

2. RECEIPT OF APOLOGIES

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION:

That Council adopt the Minutes of the Council Meeting held on Tuesday, 25 January 2022.

4. REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

In accordance with Section 130 (2) of the Local Government Act 2020 Councillors who have a conflict of interest in respect of a matter being considered at this Meeting, must

- a) Disclose the conflict of interest in the manner required by the Council's Governance Rules 2020; and
- a) Exclude themselves from the decision making process in relation to that matter, including any discussion or vote on the matter at any Council meeting or delegated committee, and any action in relation to the matter.

Disclosure must occur immediately before the matter is considered or discussed.

6. QUESTIONS FROM THE PUBLIC

NIL

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	NIL	
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	NIL	
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	The Meeting may be closed to members of the public to consider confidential matters.	
8.6.1	C109 2021/22 - LOCAL ROAD RECONSTRUCTION - NULLAWIL-BIRCHIP ROAD AND SEA LAKE-LASCELLES ROAD SECTION	
8.6.2	LEASE MT WYCHEPROOF RESERVE - BULOKE SHIRE COUNCIL AND TELSTRA CORPORATION LIMITED	
	If the meeting has been closed it will be brought back into open session by resolution	
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	NIL	
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	NIL	
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	NIL	
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	NIL	
10.	MEETING CLOSE	

NEXT MEETING

THE NEXT MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 9 MARCH 2022 AT 7:00PM.

Wayne O'Toole
CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

Nil

7. PROCEDURAL ITEMS**7.1 REPORT OF COUNCILLOR ASSEMBLIES**

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

RECOMMENDATION

That the Council note the report of Councillor Assembly Meetings held on 1 and 15 December 2021.

Attachments:

- 1 Councillor Briefing Record - 1 December 2021
- 2 Councillor Briefing Record - 15 December 2021

KEY POINTS/ISSUES

Transparency is a fundamental principle of democratic governance.

The Local Government Act 2020 (The Act) Section 9 (2) (i) provides that the transparency of Council decisions, actions and information is to be ensured.

In accordance with Section 57 of The Act, Council at its September 2020 Ordinary Meeting, adopted a Public Transparency policy, designed to improve public transparency in Council's decision making processes and to assist the community in understanding the information that is accessible to them.

As per the Council Meeting Schedule adopted 10 November 2021, Councillor Briefings are held for Councillors to meet to consider matters that are likely to be the subject of a Council decision or for the exercise of delegation.

A record of the Councillor Briefings held on 1 and 15 December 2021 is attached for public information.

BULOKE SHIRE COUNCIL
Record
Councillor Briefing

Date and Time:	1 December 2021	Time: 5:00pm – 8:00pm
Location:	Wycheproof Supper Room	

ITEMS

NO.	TOPIC	PURPOSE
Councillor and CEO only time 5.00pm - 5.30pm		
1.	Welcome	
2.	Apologies	Cr. Pollard, Cr. Stewart, Cr. Vis
3.	Attendees	Cr Simpson, Cr Milne, Cr Getley, Cr Warren, Hannah Yu, Wayne O’Toole, Travis Fitzgibbon, Aileen Douglas
4.	Visitors	Craig Kenny (7.1), Darci Tierney (7.1), Amber Ricks (7.1; 7.4; 7.5; 7.6), Dan McLoughlan (7.3; 7.6; 7.7); Trevor Rumbold (7.5; 7.6); Ken Rowe (7.5)
5.	Declarations of Pecuniary Conflicts of Interest	Draft Agenda s181 interest (material) Cr. Getley; Draft Agenda community grants Cr. Warren
6.	Confirmation of Councillor Briefing Notes	17 November 2021
7.	Presentations	
7.1	Birchip Park and Civic Precinct Master Plan Update – Craig Kenny (MACH2), Amber Ricks, Darci Tierney	
7.2	LEAD Loddon Mallee Nominations – Wayne O’Toole	
7.3	Road Management Plan Update – Dan McLoughlan	
7.4	Swimming Pools 2022-23 Budget Update – Amber Ricks	
7.5	Capital Project Concept Budget Update – Amber Ricks, Trevor Rumbold, Ken Rowe	

-
- 7.6** Regional Tourism Infrastructure Fund – Amber Ricks, Dan McLoughlan, Trevor Rumbold

*Conflict of Interest Cr Milne due to connection with Buloke Tourism Board.
Left 7.13pm, returned 7.24pm*

- 7.7** Scilley’s Bridge Project Update – Dan McLoughlan
-

- 7.8** Australia Day Awards and Event Discussion – Travis Fitzgibbon
-

8. Councillor Matters

- 8.1** Riverbank, Charlton
-

- 8.2** 113 Baxter Street, Nullawil
-

- 8.3** Leitchfield Hall AGM
-

9. CEO Updates

- 9.1** Sea Lake Compliance Matters
-

- 9.2** Community Satisfaction Survey
-

- 9.3** 15 December Briefing
-

- 9.4** Draft 8 December 2021 Council Meeting Agenda

Conflict of Interest: Cr. Getley report ‘Sale of Property to Recover Unpaid Rates and Charges’ (item number not set to date) (item not discussed)

Conflict of interest: Cr. Warren item 8.2.5 (item not discussed)

11. Next Briefing:

Date and Time:	15 December 2021	Time: 5.00pm – 8.00pm
Location:	Wycheproof Recreation Reserve/Wycheproof Supper Room (if required)	

12. Briefing Close

8.45pm

BULOKE SHIRE COUNCIL
Record
Councillor Briefing

Date and Time:	15 December 2021	Time: 5:30pm – 8:00pm
Location:	Wycheproof Recreation and Racecourse Reserve	

ITEMS

NO.	TOPIC	PURPOSE/PRESENTER
1.	Welcome	
2.	Apologies	Cr Stewart, Cr Vis
3.	Attendees	Cr Warren, Cr Milne, Cr Getley, Cr Pollard, Cr Simpson, Wayne O'Toole, Hannah Yu, Travis Fitzgibbon, Aileen Douglas
4.	Visitors	Item 7.1 Wendy Holland (CommunityVibe), Keith Nancarrow (Plans for People) BSC Officers: Amber Ricks, Dan McLoughlan, Trevor Rumbold, and Darci Tierney
5.	Declarations of Pecuniary Conflicts of Interest	
6.	Confirmation of Councillor Briefing Notes – 1 December 2021	
7.	Presentations	
	7.1	Wycheproof Recreation and Racecourse Reserve Masterplan and Wycheproof Wetlands Project Workshop and Site Tour
	7.2	Regional Tourism Investment Fund
8.	Items for Discussion	
	8.1	Nil
9.	Councillor Matters	
10.	CEO Updates	<ul style="list-style-type: none">•

13. Next Briefing:

Date and Time:	2 February 2022	Time: 5:00pm – 8:00pm
Location:	Council Chamber of Birchip District Office	

14. Briefing Close

7.2 CORRESPONDENCE INITIATED BY COUNCIL

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/06/06

PURPOSE

This report notes and records correspondence initiated by Council and informs the Council of the responses received from this correspondence.

RECOMMENDATION

That the Council notes the record of correspondence initiated by Council and the responses received.

Attachments: Nil

TABLE OF CORRESPONDENCE

Council Initiative	Sent/to be sent to	Sent	Response	Purpose of Letter/Response
Write to local Federal member and State members expressing concern for people who are sitting outside the legal status of vaccination currently in place. Urging for a review.	Ms Louise Staley MLA	20/12/21	23/12/21	Acknowledged Councils proactive work to unite the Shire. Advised that the National Liberals have been calling for consistent National Cabinet approach to mandate vaccines and passports, however the Andrews Government has flagged the retention of vaccine passports until 2023. Will continue to address inequities and call on the State Government to address the issues impacting our community.
Above letter	Mr Stuart Grimley MLC	20/12/21	22/12/21	Acknowledged letter and will look into it further.
Above letter	Mrs Beverley McArthur MLC	20/12/21		
Above letter	Ms Ali Cupper MLA	20/12/21		
Above letter	Dr Anne Webster MP	20/12/21		

7.3 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: CR/13/01

PURPOSE

This report acknowledges and congratulates community persons and/or groups for their success in being recognised for a significant achievement or for being a recipient of an honourable award.

The report also informs Council of any letters of congratulations or any particular recognition of achievement that Council has received or been awarded in the past month.

RECOMMENDATION

That the Council acknowledge and congratulate the persons and/or groups mentioned in the report for their achievements.

Attachments: Nil

RECOGNITION OF ACHIEVEMENT ITEMS

Provider	Recipient	Date	Purpose for Recognition
Donald High School	Nathan Donnellan	December 2021	Achieving School Dux for 2021
Charlton College	Angus Jablonka	December 2021	Achieving School Dux for 2021
Birchip P-12 College	Kelsey Atkinson	December 2021	Achieving School Dux for 2021
Tyrrell College Sea Lake	Kristopher Stevens	December 2021	Achieving School Dux for 2021
Wycheproof P-12 College	Amelia Ison	December 2021	Achieving School Dux for 2021
Donald 2000 Inc	Anthony "Tony" Goode	26 January 2022	2021 Citizen of the Year for Donald and District Community
Charlton Forum	Kaylene Cossar	26 January 2022	2021 Citizen of the Year for Charlton and District Community
Birchip Community Forum Inc	Julie Coffey	26 January 2022	2021 Citizen of the Year for Birchip and District Community
Advance Sea Lake Inc	Graham Jolly	26 January 2022	2021 Citizen of the Year for Sea Lake and District community
WycheAlive Inc	Eddie Molloy	26 January 2022	2021 Citizen of the Year for Wycheproof and District Community

7.4 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

PURPOSE

This report provides information on planning applications under consideration by staff and the status of each of these applications.

RECOMMENDATION

That the Council note information contained in the report on planning applications under consideration by staff and the status of each of these applications.

Attachments: Nil

LIST OF PLANNING APPLICATIONS

Application No	Address	Date Rec	Summary of Proposal	Status
PPA928/21	2 Campbell Street, Birchip (Lot 6, 7, 8 & 9 PS 058023)	13/05/2021	Development of land for a service station (fuel cell), construct and display a business identification sign and alter access to Road Zone, Category 1	Report to Council
PPA936/21	Calder Highway, Woosang (Lot 5 PS 896969)	26/07/2021	Two lot subdivision of land, use and development of land for a single dwelling and create or alter access to Road Zone, Category 1	Permit issued
PPA945/21	5 Woods Street, Donald (Lot 1, 2 & 3 PS 895619)	03/09/2021	Use and development of land for a service station, construct and display a business identification sign	Permit issued
PPA946/21	95 Railway Avenue, Sea Lake (Lot 2 PS 08935)	03/09/2021	Use and development of land for a service station, construct and display a business identification sign	Permit issued
PPA947/21	80 Horace Street, Sea Lake (Lot 1 PS 885043)	10/09/2021	Construct and display a major promotion sign	Permit issued
PPA955/21	645 Fawcetts Road, Wycheproof (CA 14 & 14A)	12/10/2021	Three lot subdivision of land (boundary realignment and dwelling excision)	Report to Council

	Section A Parish of Bunguluke)			
PPA956/21	22 Racecourse Road, Donald (Lot 7 PS 705962)	13/10/2021	Construction of a machinery storage shed associated with existing food production facility	Permit issued
PPA957/21	25 Napier Street, Donald	13/10/2021	Construction of a shed for machinery and equipment storage	Permit issued
PPA958/21	Borong Highway, Gil Gil (CA 2 Sec 5 Parish of Banyenong)	19/10/2021	Application to amend PPA765/18A to increase patron capacity to 7000 and extend permit by one year	Permit issued
PPA959/21	32 Sherwood Street, Birchip (Lot 1 & 2 PS 441413)	28/10/2021	Two lot subdivision of land (boundary realignment)	Permit issued
PPA962/21	39 Corack Road, Donald (Lot 1 & 2 PS 216306M)	11/11/2021	Use and development of land for a service station, construct and display a business identification sign and create or alter access to Road Zone, Category 1	Objections
PPA963/21	469 Borong-Charlton Road, Charlton (CA 19 Sec B Parish of Charlton)	18/11/2021	Construction of a machinery shed	Permit issued
PPA964/21	Buloke Shire Council	30/11/2021	Native vegetation removal for the development of land for a wetland reserve and walking track	Permit issued
PPA965/21	151-157 Horace Street, Sea Lake (Lot 1 PS218116)	29/11/2021	Replacement signage at existing service station	Awaiting report
PPA966/21	166-186 High Street, Charlton (Lot 1 PS45146)	29/11/2021	Replacement signage at existing service station	Awaiting report
PPA967/21	11 Corack Road, Wycheproof (Lot 1 PS658906)	02/12/2021	Use and development of land for the construction of a single dwelling and associated shed	Notice of application Referral
PPA968/21	Donald-Swan Hill Road, Corack East (CA 1 Sec C Parish of Corack East)	10/12/2021	Installation of solar panels on roof of Corack Public Hall	Notice of application
PPA969/21	18 Sproats Lane, Donald (Lot 5 PS 76601)	16/12/2021	Two lot subdivision of land	Awaiting report
PPA970/22	5-27 Anderson Avenue, Wycheproof (Lot 2 PS 63654)	28/12/2021	Three lot subdivision of land (boundary realignment)	Notice of application Referral
PPA971/22	407 Walsh and Arnolds Road, Culgoa (Lot 2 PS 61832)	10/01/2021	Construction of a domestic shed	Permit issued

8. GENERAL BUSINESS

8.1 POLICY REPORTS

8.1.1 INFORMATION PRIVACY POLICY

Author's Title: Acting Director Works and Technical Services

Department: Works and Technical Services

File No: CM|14|17

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

To present the revised Information Privacy Policy (Policy) for adoption.

SUMMARY

The *Privacy and Data Collection Act 2014* (Act) requires Victorian public sector organisations to comply with the 10 privacy principles governing the collection, management, use and disclosure of personal information. It is a requirement to have a policy which sets out the Council's management of personal information.

RECOMMENDATION

That Council adopt the Information Privacy Policy

Attachments: 1 Information Privacy Policy

DISCUSSION

The Council, in undertaking a wide variety of functions and obligations, collects personal information from residents, rate payers and the general public.

Council's Policy sets out the framework for the management of personal information in accordance with the 10 privacy principles set out under the Act. Any information, excluding health records, received by the Council is handled in accordance with the Policy.

The current Policy has been reviewed and updated to include a provision to enable disclosure of information to other government or infrastructure agencies for the purpose of consulting with landowners when works may impact their properties, or to facilitate consultation.

RELEVANT LAW

The Council uses, discloses and holds information it collects in accordance with the Act. The policy is not intended to cover health information which is collected, stored and managed in accordance with the *Health Records Act 2001*.

RELATED COUNCIL DECISIONS

The first iteration of the Policy was adopted by the Council in July 2019.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

Not applicable.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

Not applicable.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

The Policy provides for release of landowner information to government agencies to enable them to undertake their statutory functions and powers.

COUNCIL PLANS AND POLICIES

Not applicable.

TRANSPARENCY OF COUNCIL DECISIONS

The Policy has been written in accordance with Information Privacy Principle 5 (Openness) which states that an organisation must set out in a document the clearly expressed policies on the organisations management of personal information. The document must be available to anyone who requests it.

CONFLICTS OF INTEREST

I, Hannah Yu, have no conflicts of interest to declare in relation to this Report or the Policy.



POLICY LOCATION	Corporate Services	POLICY TITLE	Information Privacy
POLICY NUMBER	178	DATE ADOPTED	[INSERT ADOPTION DATE MM/YY]
REVISION NUMBER	2	REVISION DATE	[INSERT REVISION DATE MM/YY]

Purpose

The purpose of this policy is to assist Council to meet its obligations under the *Privacy and Data Protection Act 2014* and to provide a framework for the responsible handling and management of personal information of individuals by Council.

This policy outlines how Council will collect, hold, use and disclose the personal information of individuals and how individuals can access their information.

This document represents the current policy of Council until it is revised or rescinded. It is the intention of Council that this document will be reviewed at least every two years.

Scope

This policy applies to all personal information and sensitive information about an individual that is collected, stored, used or disclosed by Council.

This policy applies to all employees of Council and to elected Councillors.

This policy is not intended to cover Health Information collected and stored in accordance with the *Health Records Act 2001*.

Definitions

In this policy –

“**Council**” means Buloke Shire Council.

“**Councillor**” means a Councillor of Council.

“**Employee**” means an employee of Council and also includes contractors and their agents, volunteers and individuals on work experience.

“**Health Information**” means information of a kind to which the Health Records Act 2001 applies.

“**Identifiers**” means a code or number assigned to an individual’s record that could be used to assist to identify an individual.

“**Information Privacy Principles (IPP’s)**” refers to the set of ten principles listed in the Act.



“Personal Information” means information or an opinion that is recorded in any form about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion, but does not include information of a kind to which the *Health Records Act 2001* applies.

“Sensitive Information” means information or opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association or trade union, sexual preferences or practices or criminal record, that is also personal information.

“the Act” refers to the *Privacy and Data Protection Act 2014*.

Policy Statement

The Buloke Shire Council (Council) recognises that the responsible handling of personal information is a key aspect of good governance and is committed to protecting an individual’s right to privacy to the extent required by law.

Council Functions and Activities

Council’s functions are prescribed by the *Local Government Act 2020* and the *Local Government Act 1989*. Council’s main services, functions and activities include but are not limited to:

- Providing services for the local community including maternal child health services, public health services relating to food safety, library services, recycling and waste management, services for children and youth, aged people and people with disabilities, tourism and economic development, urban planning and building regulation,
- Providing and maintaining community infrastructure including capital works and maintenance of parks and gardens, roads, foot paths and public spaces, maintenance and management of community facilities and recreation reserves
- Undertaking strategic and land use planning including land transfers
- Raising revenue to enable Council to perform its functions including rate and valuation services and other property related services
- Making and enforcing local laws including animal management and fire prevention
- Exercising, performing and discharging duties, functions and powers of Council.

Guidelines

Collection of Information

Council will collect and hold personal information that is necessary for its functions and activities.

How does Council collect personal information?

Where reasonable and practicable, personal information may be collected directly from an individual or from an individual about someone else. This information may be collected in a variety of ways including but not limited the collection of information via Council forms (electronic and hardcopy), via conversations involving Council employees and Councillors, through interaction with Council’s website and social media, via enquiries or works requests, via a Notice of Acquisition or Notice of Disposition, via photographs, SMS, surveys or any other sources (including unsolicited sources).



What types of information does Council collect?

The types of information that Council may collect includes but is not limited to name, address, email address, telephone number, date of birth, motor vehicle registration, photograph or video footage, physical disabilities, pension card numbers, bank account and other financial details of residents, ratepayers and staff.

In some instances, personal information will be included in registers which Council is legally required to make available to the public (such as for planning and building permits, food premises and animal registration databases).

Council will only collect personal information (including sensitive information) that is necessary for its functions and activities.

What will happen if I don't provide all information necessary for Council to perform its functions and activities?

Where Council requests certain information from an individual that is necessary to be able to perform its functions and activities, and an individual chooses not to provide such information, Council also reserves the right to take no further action.

For example, if a person calls to report that their garbage bin has not been emptied and elects not to provide their property address or name, it is unlikely Council will be unable to action the request given insufficient information has been provided.

Unsolicited Information

Council may receive personal information that is not necessary for, or related to, any purpose of Council. For example, where individuals provide personal information to Council without Council asking for it (including by third parties) and/or when Council asks for some information, but individuals (or third parties) provide more than is requested. In these instances, it may not be reasonable for Council to notify the individuals concerned of the collection. In these instances, if Council chooses to store the information, it will be stored in accordance with council's policies, standard record keeping procedures and applicable legislation.

Use and Disclosure

Council will take measures to prevent unauthorised access to, or unauthorised disclosure of, personal information.

Council will not disclose personal information other than for the purpose for which it was collected or in accordance with the Act, or where the use or disclosure is specifically authorised by any other Act or Regulation.

What types of disclosure may Council make?

Council may disclose personal information to:

- Other areas within Council, where that information is relevant to performing a specific function or activity or service
- The public where that information is used as part of a statutory process and disclosure is required by law, for example, as part of a planning permit application or a building permit application. Council may also use personal information on public registers that it is legally required to make available for public inspection (in person or on Council's website).



- Other government agencies for the purposes of their statutory functions and powers, such as disclosure of landowner contact details to the Department of Environment, Land, Water and Planning, VicRoads, VicTrack, and water, gas and electricity utilities so they can advise you of works which may impact upon you or your property or to facilitate consultation on matters which affect landowners
- A contractor engaged by Council to provide outsourced services on behalf of Council. For example, contractors who provide home maintenance services and fire prevention services, Council's IT contractors, professional advisors, garbage collection contractors etc
- Other third party entities authorised or required by law, such as solicitors, consultants (including auditors), insurers, debt collection agencies, Victorian Workcover Authority, law enforcement agencies such as Victoria Police

Data Quality and Security

Council will endeavor to ensure the personal information it collects uses or discloses is accurate, complete and up to date and will take reasonable steps to protect the information from misuse, unauthorised access or unauthorised disclosure.

Personal information will be destroyed in accordance with Council policy and procedures and in accordance with relevant legislation.

Openness

Council will make available its policies on the management of information.

On request, Council will take reasonable steps to provide individuals with general information on the types of information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

Access and Correction

Access to, or correction of personal information is subject to the *Freedom of Information Act 1982* and the Act.

If individuals believe that their information is inaccurate, incomplete or out of date, they may request Council to correct the information. The *Freedom of Information Act 1982* also provides individuals with a formal statutory process to access and correct their personal information.

Identifiers and Anonymity

Council will only assign Identifiers to records if it is necessary to enable Council to carry out a function efficiently.

Wherever lawful and practicable, Council will offer individuals the option of not identifying themselves when entering into transactions with an organisation. However, in such instances Council reserves the right to take no further action on a matter.

Transborder Data Flows

Council will only transfer personal information outside of Victoria in accordance with the provisions of the Act.

Council is in the process of transitioning towards cloud based infrastructure. As a result, personal information may be transferred or stored on servers outside of Victoria. In such instances Council should take reasonable steps to ensure compliance with the Victorian IPP's as part of this transition.



Sensitive Information

Council will not collect sensitive information about an individual except in the circumstances prescribed under the Act.

Enquiries and Complaints

Any individual seeking further information, wishes to access or amend their personal information or wishes to make a complaint in relation to the handling of their information should contact Buloke Shire Council.

Requests to access or amend personal information should be made in writing to:

Privacy Officer
Buloke Shire Council
PO Box 1, Wycheproof, Vic 3527
Email: buloke@buloke.vic.gov.au
Telephone: 1300 520 520

Complaints in relation to any alleged breach of the IPPs or this policy should be made via telephone or in writing to the contact officer above. A description of the incident including when it occurred, what information was disclosed and where it was disclosed should also be provided.

Council will aim to investigate and resolve complaints within 15 business days. If this is not possible, Council will inform the person who has made the complaint within 10 business days.

Individuals wishing to make a privacy complaint may also contact the Office of the Victorian Information Commissioner

What is the Office of the Victorian Information Commissioner?

The Office of the Victorian Information Commissioner (OVIC) is the independent regulator for information privacy, information access and data protection. OVIC's role is to try and resolve a privacy issue where an individual and Council have been unable to resolve a privacy complaint in the first instance.

Individuals wishing to make a privacy complaint to OVIC should contact:

Office of the Victorian Information Commissioner
PO Box 24274, Melbourne, Vic 3000
Email: enquiries@ovic.vic.gov.au
Telephone: 1300 006 842
Website: <https://ovic.vic.gov.au/privacy/for-the-public/complaints/>

References

This policy was developed in accordance with the:

- *Privacy and Data Protection Act 2004*
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Freedom of Information Act 1982*
- *Charter of Human Rights and Responsibilities Act 2006*



- Councillor Code of Conduct
- Staff Code of Conduct
- Customer Service Charter

8.1.2 FRAUD AND CORRUPTION REPORTING POLICY

Author's Title: Acting Director Works and Technical Services

Department: Works and Technical Services

File No: CM|14|18

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

To present the Fraud and Corruption Reporting Policy to the Council for adoption.

SUMMARY

The Council has a firm ongoing commitment to maintaining the highest standards of ethics and accountability in undertaking its functions and obligations. The attached Policy clearly identifies the responsibilities of Works to mitigate fraud and corruption risks, the avenues by which suspected fraudulent and corrupt behaviour can be reported and the process of investigating any allegations received in relation to such behaviour.

RECOMMENDATION

That Council adopt the Fraud and Corruption Reporting Policy.

Attachments: 1 Fraud and Corruption Reporting Policy

DISCUSSION

The Council's fraud and corruption control and reporting framework aims to support Council's ongoing commitment to protecting Council property, assets and public money against internal and external fraud and corruption.

The Policy forms part of this framework and includes and defines key elements and principles relating to:

- Expected standards of legal, ethical and moral behaviour
- Organisational culture, including controls which effectively mitigate fraud and corruption
- Natural justice, and
- Compliance obligations with the *Public Interest Disclosure Act 2012* and the Councils Public Interest Disclosure Policy and procedures.

The Policy sets the requirement for a review of Council's fraud and corruption reporting framework every 2 years.

RELEVANT LAW

The Policy addresses a number of legislative and regulatory requirements. Reference to specific legislation, regulations and instruments are made within the Policy.

RELATED COUNCIL DECISIONS

Not applicable.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

Not applicable.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

The Policy will assist Council to give effect to the financial management principles under the *Local Government Act 2020*, as well as support its ongoing commitment to accountability and transparency. The Policy aims to reduce costs associated with insurance premiums by appropriately and proactively managing and mitigating fraud and corruption risks.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Not applicable.

TRANSPARENCY OF COUNCIL DECISIONS

Not applicable.

CONFLICTS OF INTEREST

I, Hannah Yu, have no conflicts of interest to declare in relation to this Report or the Policy.



POLICY LOCATION	Corporate Services	POLICY TITLE	Fraud and Corruption Reporting
POLICY NUMBER	CA17	DATE ADOPTED	[INSERT ADOPTION DATE MM/YY]
REVISION NUMBER	3	REVISION DATE	[INSERT REVISION DATE MM/YY]

Purpose

The Council has a firm commitment to maintaining the highest standards of ethics and accountability and good governance practice. Council does not tolerate fraudulent or corrupt activities by its Workers, nor the taking of reprisals against those who come forward to disclose such conduct. Council will commence disciplinary action in respect of any person involved in fraudulent or corrupt activities.

Council expects Workers to act with propriety in all Council activities and is committed to educating Workers on their responsibilities for mitigating fraud and corruption risks and providing an organisational culture, supported by policies and procedures, to minimise, deter, detect, report, and investigate suspected fraudulent or corrupt incidents.

The purpose of this policy is to:

- Clearly document Council’s commitment to protecting Council property, assets, and public money against internal and external fraud and corruption;
- Provide a framework for the mitigation and control of fraud and corruption; and
- Facilitate reporting to Council of suspected fraudulent and corrupt activities.

This document represents the current policy of Council until it is revised or rescinded.

Scope

This Policy applies to all Workers of any organisation providing goods or services on behalf of Council and other approved users of Council assets.

This Policy encourages the making of protected disclosures of improper conduct to the Independent Broad-based Anti-corruption Commission (IBAC) in accordance with the *Public Interest Disclosures Act 2012 (Vic)* and Council’s Public Interest Disclosure Policy and Procedures. This Policy further facilitates the reporting to Council of suspected fraudulent and corrupt activities, where disclosure to IBAC is not appropriate or chosen. This Policy therefore operates in conjunction with those documents but does not restate the provisions contained within them.

Definitions

In this policy –

“**Corruption**” means a dishonest activity that is against the interests of Council and the abuse of a position to achieve personal gain or advantage for oneself or others.



Examples of corruption include:

- Asking for, payment of or receiving money, gifts and bribes for personal gain;
- Accepting favours for preferential treatment;
- A serious conflict of interest that is not managed and which may influence a decision;
- Manipulation of procurement processes so as to favour one tenderer over another;
- Nepotism, where an individual is appointed to a role due to their existing relationships, rather than on merit.

For the purposes of this policy, Corruption includes activities which may not constitute corrupt conduct within the meaning of the *Independent Broad-based Anti-corruption Commission Act 2011 (Vic)*, but for which the conduct still constitutes a dishonest activity that is against the interests of Council.

“Employee” means an employee of Council.

“Ethics” are the principles, morals and beliefs which guide us in our actions.

“Fraud” means a dishonest act involving the use of deception that causes actual or potential financial loss to Council.

Examples of fraud include, but are not limited to:

- Misappropriation of Council revenue in the form of cash, money orders, cheques or electronic funds transfer;
- Misuse of position to gain a financial advantage, including improperly obtaining allowances;
- Misuse or theft of Council data and information, including selling information;
- Private use of Council property, buildings, plant, equipment, vehicles or other Council assets and inventory;
- Misuse of fleet or corporate cards;
- Theft of Council assets including but not limited to property, plant, equipment or vehicles;
- Falsifying travel expenses and overtime claims on timesheets;
- False invoicing of goods or services not received or delivered, or inflating the value of the goods and services;
- Alteration or destruction or forgery of data for fraudulent purposes or misappropriation of software owned or licensed by Council;
- Business identity fraud which occurs when commercially sensitive information is used without permission to obtain credit, goods or other services fraudulently;
- Misuse of one’s position to gain a financial advantage; and
- Misrepresentation of qualifications in order to secure a particular position of employment. Fraud also includes but is not limited to dishonest activity that is sufficient to constitute an offence under the *Crimes Act 1958 (Vic)*.

“Risk Management” the principles, framework and processes in place for managing risk effectively.

“Risk” the effect (both positive and negative) of uncertainty on objectives.

“Workers” means a Council employee, contractor, volunteer, Councillor, Chief Executive Officer or work experience student.



Policy Statement

Council acknowledges the importance of demonstrating to the residents and ratepayers of the Buloke Shire that Council is managing its business efficiently, effectively, and ethically to deliver results, including through:

- The adoption of a risk management approach to fraud and corruption;
- The minimisation and deterrence, detection, investigation, and prosecution of cases of fraud and corruption; and
- The promotion and maintenance of a high standard of ethical behaviour and fraud and corruption awareness.

Fraud and corruption control is concerned with the effective utilisation of resources and the minimisation of waste, mismanagement and fraudulent or corrupt activity.

Measures to mitigate fraud and corruption should be continually monitored, reviewed, and developed, particularly as new systems or arrangements are introduced or modified.

Council will actively seek to minimise and deter fraud and corruption at its origin through the development and maintenance of an effective integrity framework. The framework provides oversight on matters including but not limited to conflicts of interest, employment, procurement, misuse of information, assets and resources, delegations and authority, and unlawful/inappropriate conduct.

Fraud and corruption flourishes in an environment where there are insufficient controls to mitigate waste, abuse, and mismanagement. Council believes an emphasis on fraud and corruption mitigation, rather than fraud and corruption investigation, will lead to a reduction of these opportunities for waste, abuse, and mismanagement.

Prompt action does, however, need to be taken when fraud and/or corruption are detected, both to bring the fraud and/or corruption to an end and to discourage others who may be inclined to commit similar actions.

Fraud is a crime which is punishable by law under the *Crimes Act 1958 (Vic)* which can result in loss or detriment to Council's reputation, damage to business relations, a decline in staff working morale and external investigation.

This Policy is committed to and guided by the principles of:

- The highest standards of legal, ethical and moral behaviour;
- Ensuring the organisational culture and embedded controls effectively mitigate fraud and corruption;
- Natural justice; and
- Ensuring compliance with the *Public Interest Disclosures Act 2012 (Vic)* and Council's Public Interest Policy and Procedures.

Council is committed to protecting property, assets and public money against internal and external fraud and corruption. Key elements of this involve:

- Implementing effective internal control structures and procedures which aim to eliminate the opportunity for fraud and corruption to occur. This can be achieved by analysing operational risks to proactively identify potential opportunities for fraudulent acts and implementing internal controls and separating roles and functions;



- Development and maintenance of Council's risk register and fraud register in documenting risks to Council and current and proposed controls;
- Requiring all new Employees to undertake fraud and corruption awareness training during their induction and facilitating ongoing fraud awareness modules on a regular basis by the relevant Officer;
- Encouraging all Workers to report suspected fraud-related or corruption-related activity or behaviour, considering confidentiality requirements and protection for the person reporting the suspected fraud or corruption either informally or in accordance with the *Public Interest Disclosures Act 2012 (Vic)*, as applicable;
- Confirming Council's ongoing commitment to a policy of minimisation and deterrence, detection, investigation and prosecution of individual cases of fraud and corruption, including formal discipline and/or referral to the Victorian Police and/or IBAC (where applicable); and
- Establishing reporting protocols which require all Workers to report suspected fraud and corruption.

Guidelines

Reporting Fraud and Corruption

1. All Workers have a responsibility to identify and act on fraud and corruption risks and report incidents of suspected fraud or corruption encountered during work activities.
2. Where a member of the public reports alleged fraudulent or corrupt activities of a Worker, such report shall be treated in accordance with Council's Public Interest Policy and any associated procedures.
3. Any Worker who becomes aware, or has grounds to suspect, fraud or corruption has been carried out by another Worker, must report the matter as soon as possible to their immediate Supervisor or Director or in accordance with Council's Public Interest Disclosure Policy and any associated procedures, as applicable.
4. Any Worker who becomes aware, or has grounds to suspect, fraud or corruption has been carried out by the Chief Executive Officer, must report the matter as soon as possible to the Mayor.
5. Any Worker who becomes aware, or has grounds to suspect, fraud or corruption has been carried out by a Councillor, must report the matter as soon as possible to the Chief Executive Officer or the Mayor.
6. In the event of an alleged fraudulent or corrupt activity, the person against whom the allegations are made shall be notified at the earliest available opportunity. Any such person shall have a support person and/or receive assistance and support under Council's Employee Assistance Program policy and procedures during an investigation into any such conduct but is not obliged to do so.
7. Workers do have the option to report suspected fraud or corruption directly to an external agency and should make themselves aware of Council's Fraud and Corruption Reporting Procedure and Public Interest Disclosure policy and any associated procedures, as applicable.



Investigating Fraud and Corruption

1. The Chief Executive Officer or his or her delegate will decide how any investigation into fraud or corruption will be conducted, including whether any external assistance is to be sought. However where an allegation is made against the Chief Executive Officer into fraud or corruption, the Mayor is responsible for reporting such allegations. All decisions shall be recorded and the response (if any) recorded. The provisions of the *Public Interest Disclosures Act 2012* will otherwise be followed, as appropriate.
2. Council respects the civil rights of individuals, including Workers, and is committed to natural justice and the protection of those making protected disclosures. In circumstances where the allegation of fraud or corruption carries the imputation of criminal conduct, then such a Worker's right to silence shall be recognised.

Responsibility

1. The Councillor Code of Conduct and Staff Code of Conduct provides guidance to Workers regarding accepted practice and behaviour. Council values also reinforce ethical behaviour.
2. The Chief Executive Officer is the Officer responsible for fraud and corruption control within Council.
3. Councillors, the Chief Executive Officer and Senior Managers are responsible for creating an environment within their departments which makes active fraud and corruption control a responsibility of all Workers.
4. Councillors, the Chief Executive Officer and Senior Managers are responsible for ensuring there are clear standards and procedures to minimise and deter fraud and corruption.
5. Senior Managers have responsibility for undertaking a risk assessment and identifying potential risk areas within their Department and establishing and monitoring controls to eliminate or reduce the fraud and corruption risk. Such controls must be documented and reviewed.
6. Senior Managers are to display a commitment to help set high standards, be vigilant about identifying problems and ethical dilemmas, and will request Workers to come forward about potential problems or concerns.
7. Senior Managers and Supervisors will ensure all contractors engaged within their department are aware of Council's Fraud and Corruption Reporting Policy and Procedures and reference to these are incorporated into contracts to ensure contractors and their employees are aware of their responsibilities and acceptable behaviours.
8. All Workers must familiarise themselves with the Fraud and Corruption Reporting Policy and Procedures.
9. All Workers have a responsibility to safeguard Council assets against misuse or improper use or the appearance of misuse or improper use and must not use their position with Council to improperly gain personal advantage or confer advantage or disadvantage on any other person.
10. A review of this Policy and an evaluation of fraud and corruption control arrangements is to be undertaken every two years as a minimum.

Breach of this Policy



Council may take disciplinary action against an Employee who is found to breach this policy and its associated procedures in accord with Council's Disciplinary Action policy. Such disciplinary action will be separate to any actions taken by external agencies such as Victoria Police or IBAC.

Suspected breaches of this policy by all other Workers will be referred to the Chief Executive Officer in accord with Council's mandatory notification requirements.

References

This Policy was developed in accord with:

- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Crimes Act 1958 (Vic)*
- *Freedom of Information Act 1982 (Vic)*
- *Independent Broad-based Anti-corruption Commission Act 2011 (Vic)*
- *Integrity and Accountability Legislation Amendment (Public Interest Disclosures, Oversight and Independence) Act 2019 (Vic)*
- *Local Government Act 2020 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Public Interest Disclosures Act 2012 (Vic)*
- *Public Interest Disclosures Regulations 2019 (Vic)*
- Buloke Shire Public Interest Disclosure Framework
- Buloke Shire Councillor Code of Conduct
- Buloke Shire Council Staff Code of Conduct
- Buloke Shire Council Employee Assistance Program Policy
- Buloke Shire Council Procurement Policy

8.2 MANAGEMENT REPORTS

8.2.1 PLANNING PERMIT APPLICATION 928/21 - USE AND DEVELOPMENT OF LAND FOR A SERVICE STATION (FUEL CELL) - 2 CAMPBELL STREET, BIRCHIP

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Built and Natural Environment

PURPOSE

For Council to consider the information in this report and, as the Responsible Authority, resolve to issue a Notice of Decision to grant a Permit or Notice of Refusal.

SUMMARY

A Planning permit application has been received by Council on the 13 May 2021 for the use and development of land for a service station (fuel cell) at 2 Campbell Street, Birchip. The proposal includes a sign and creating new access to Campbell Street. The facility will be unstaffed, customers will be able to pay for their fuel by using the self-service console integrated into the proposed fuel cell. It will be available for use 24 hours per day, seven days a week.

RECOMMENDATION:

That Council having caused notice of Planning Application No. 928/21 to be given under Section 52 of the *Planning and Environment Act 1987* and or the planning scheme and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Notice of Decision to Grant a Permit under the provisions of 34.01-1, 34.01-4, 52.05-11 and 52.29-2 of the Buloke Planning Scheme in respect of the land known and described as 2 Campbell Street, Birchip (Lots 6, 7, 8 & 9 LP058023) for the use and development of land for a service station (fuel cell), construct and display a business identification sign, and alter access to a Road Zone, Category 1, in accordance with the endorsed plans, with the application dated 13/05/2021, subject to conditions.

Attachments: Nil

DISCUSSION

A planning permit application was received by Council on the 13 May 2021 for the use and development of land for a service station (fuel cell) at 2 Campbell Street, Birchip. The proposal includes a sign and creating new access to Campbell Street. The facility will be unstaffed, customers will be able to pay for their fuel by using the self-service console integrated into the proposed fuel cell. It will be available for use 24 hours per day, seven days a week.

The property 2 Campbell Street, Birchip is zoned Commercial 1 Zone (C1Z) and a narrow 2 metre strip of the land on the eastern boundary is subject to the Heritage Overlay (HO14). HO14 is the Birchip Township Heritage Precinct; 2 Campbell Street is not contributory to the heritage precinct. The property is located at the corner of Campbell Street and Taverner Street and is 50 metres to the west of Cumming Avenue.

The adjoining allotment to the east on Campbell Street is a park area owned by Buloke Shire Council. The other adjoining allotment to the east is a dwelling. The adjoining allotment to the north is a GWMWater depot and office. The properties to the west over Taverner Street are dwellings. The property directly opposite to the south over Campbell Street is the Birchip Hotel. The subject site is at the southern end of the Commercial 1 Zone that indicates the main commercial and retail precinct in Birchip.

The site is improved with a small structure that is in poor condition, and the boundary is fenced with 'cyclone' type fencing. There is some vegetation on the east and west boundaries.

The proposed use and development include:

- Removal of all structures and vegetation on the site except for the north and east boundary fencing, and Lemon Scented Gum on the east boundary
- Placement of an above-ground fuel-cell (tank). The tank will be 12.19m in length, 2.43m in width and a total height of 2.89m.
- Provision of a canopy over the proposed tank and re-fueling area. The canopy will be 10.01m in length and 5.233m in width. It will have a total height of 6m. Two led down lights will be recessed in the underside of the canopy, directly above the pumps.
- The tank and canopy constructed in a T formation, with the centreline of the setback 24.5m from the Taverner Street (east) boundary and 10m from the Campbell Street (south) boundary.
- Remove 2x street trees in nature strip along Campbell Street frontage.
- Construct 2x crossovers along Campbell Street frontage.
- Provision of a business identification and advertising sign. It will:
 - be attached to the ground with all fixings concealed,
 - have a total width of 1.2m and height of 2.4m,
 - be double sided with a total area of 5.76sqm (2.88sqm on each side), and
 - be partly internally illuminated, featuring the company logo and price-board to advertise the fuel available

The property 2 Campbell Street, Birchip is zoned Commercial 1 Zone (C1Z). The purpose of the C1Z is to:

- implement the Municipal Planning Strategy and the Planning Policy Framework.
- create vibrant mixed use commercial centres for retail, office, business, entertainment, and community uses.
- provide for residential uses at densities complementary to the role and scale of the commercial centre.

At Clause 34.01-1 to use land for a service station is a Section 2 – planning permit required land use. At Clause 34.01-4 a permit is required to construct a building or carry out works.

The property is adjacent to a Road Zone 1 (RDZ1) and Clause 52.29 Land Adjacent to a Road Zone Category 1 applies. The purpose of Clause 52.29 is to:

- ensure appropriate access to identified roads.
- ensure appropriate subdivision of land adjacent to identified roads.

At Clause 52.29-2 a permit is required to create or alter access to a road in a Road Zone, Category 1.

A business identification sign is proposed for the development. Clause 52.05 Signs applies to the development of land for signs. The purpose of Clause 52.05 Signs is to:

- regulate the development of land for signs and associated structures;
- ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character;
- ensure signs do not contribute to excessive visual clutter or visual disorder; and
- ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance, or efficiency of a road.

A permit is required for an internally illuminated sign with a display area exceeding 1.5 m²

Planning Policy Framework

Clause 13.04-1S Contaminated and Potentially Contaminated Land

Objective - To ensure that contaminated and potentially contaminated land is used and developed safely

Strategies include ensuring contaminated or potentially contaminated land is or will be suitable for the proposed use, prior to the commencement of any use or development and protecting sensitive uses including a residential use or use as childcare centre, kindergarten, pre-school centre, secondary school, or children's playground from the effects of contamination.

Section 60 of the Planning and Environment Act 1987 requires a responsible authority, before deciding on a permit application, to consider 'any significant effects which the responsible authority considers the use or development may have on the environment or which the responsible authority considers the environment may have on the use or development'. Section 60 is applicable to potentially contaminated land, which may affect, or be affected by, use or development.

Planning officers have followed the guidance provided in Planning Practice Note 30 in the consideration of this application. Planning officers use the recommended approach to assessing potentially contaminated land at Table 3 in Planning Practice Note 30.

As the previous land use at this site was a fuel and oil depot there is a potential for contamination of the land. Planning officers consider that the potential for contamination of the land is 'medium' for the purposes of Table 3. The proposed land use and development is not a sensitive use defined in Ministerial Direction No. 1 or Clause 03.04-1S. The outcome of this assessment is for the responsible authority to document its consideration of the potential for contamination to impact the proposal. As the proposed use and development is a non-sensitive use the potential for the potential contamination to affect the proposal is low.

Clause 13.051S Noise Abatement

Objective - To assist the control of noise effects on sensitive land uses.

It is considered by Council that the noise generated by the refuelling activities will not significantly affect the amenity of the immediate area. Although the facility will be available 24 hours, refuelling activity during the night hours will most likely be sporadic.

A condition on the planning permit will require that the fuel cell be replenished only between the hours of 8.00am to 8.00pm Monday to Friday.

Clause 13.06-1S Air Quality Management

Objective – to assist the protection and improvement of air quality

The effect on air quality will be from exhaust emissions from vehicles accessing the site. The use will not in itself contribute to more vehicles on the road. The impact on air quality in the immediate area will be minimal.

Generation of dust will be minimal as the turning circle will consist of 300mm compacted dust suppressed quarry rubble.

Clause 13.07-1S Land Use Compatibility

Objective - To protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.

Clause 13.07-1L-01 Amenity Protection – General

Objective - To encourage use and development without compromising residential amenity or agricultural land use.

The proposed land use is compatible with the purpose of the Commercial 1 Zone to create vibrant mixed use commercial centres for retail, office, business, entertainment, and community uses. Off-site impacts are not inconsistent with a commercial use in commercial zone. Appropriate measures can be utilised to mitigate off site impacts, for example appropriate screening for light spill.

Clause 14.02-2S Water Quality

Objective – to protect water quality

There is potential for contaminated stormwater to be generated by a fuel dispensing operation. The fuel dispensing areas are constructed of a bunded concrete area. All stormwater and any fuel spill from the concrete bunded area is directed to a contaminate separator with a treatment capacity of 3000 litres per hour and contains 20 litres of removable storage for fuel removed from water.

The remainder of the site should not produce contaminated stormwater.

Clause 15.01-1S and 15.01-1L Urban Design

Objective - To create urban environments that are safe, healthy, functional, and enjoyable and that contribute to a sense of place and cultural identity

The proposed development is consistent with the scale and massing of buildings in the immediate area. Traffic movements entering and exiting the site will be slow moving and it is considered that walking, cycling and traffic access and safety in the immediate area will not be significantly impacted.

The development will not detract from the presentation and appearance of the township commercial centre.

Clause 15.01-2S and 15.01-2L-01 Building Design

Objective - To achieve building design outcomes that contribute positively to the local context and enhance the public realm

The development will not have a significant detrimental impact on neighbouring properties, the public realm, and the natural environment. The form, scale and appearance of the development are typical of this type of commercial development and are in keeping with the prevailing scale, bulk, streetscape character and built form of the area.

Clause 15.03-1S Heritage Conservation

Objective - to ensure the conservation of places of heritage significance

The site adjoins the Heritage Overlay HO14 – Birchip Township Heritage Precinct. The proposed development will not be readily visible from Cumming Avenue and the development will not detract from the Heritage significance of the Heritage Precinct.

Clause 17.01-1S Diversified Economy

Objective – to strengthen and diversify the economy

The proposed fuel cell is an unmanned facility and therefore will not create any ongoing employment directly. The facility will provide fuel services to the district including transport operators, farmers and service providers.

Clause 17.02-1S Business

Objective – To encourage development that meets the community's needs for retail, entertainment, office and other commercial services.

The facility is located for accessibility, utilises existing infrastructure, and is located in the existing commercial area.

Clause 18.02-3S Road System

Objective - To manage the road system to achieve integration, choice and balance by developing an efficient and safe network and making the most of existing infrastructure.

The proposal makes use of the existing road infrastructure.

Clause 19.02-6S Open Space

Objective - To establish, manage and improve a diverse and integrated network of public open space that meets the needs of the community.

The park at the corner of Campbell Street and Cummings Avenue will be largely unaffected by the proposal with the shelter and seating area in excess of 50 metres from the proposed fuel cell infrastructure.

The proposal is in accordance with the purpose of the zone, being a commercial enterprise servicing the community and complementary to other businesses accessing diesel fuel.

The proposal represents orderly planning for the area. Department of Transport have been consulted in regard to traffic access and movements, and GWMWater have been consulted for comment on the potential impact to their infrastructure. These authorities do not object to the proposal subject to conditions.

There is some potential for an impact on the amenity of the area. It is considered that the impact on the amenity will not be significant. The facility will be available 24 hours a day but is considered that in the context of the population of Birchip and the nature of the demand that the majority of the use of the facility will not cause significant detriment to local amenity. Traffic accessing and exiting the site will be slow moving and have good visibility allowing for road safety.

The subject land adjoins a community space. The public space is oriented toward Cumming Avenue and will not be significantly impacted.

The proposal will incorporate measures to mitigate the contamination of stormwater, and any reduction of water quality.

No native vegetation will be removed as part of this proposal. Two small street trees will be removed to facilitate access. The large lemon scented gum on the east of the allotment will be retained.

The proposed use will not contribute to increased flood, erosion or fire hazard.

RELEVANT LAW

The application is being assessed in accordance with the *Planning and Environment Act 1987 (the Act)*

RELATED COUNCIL DECISIONS

No previous planning applications have been received by Council for this property

OPTIONS

Council has the option to issue a Notice to Refuse.

SUSTAINABILITY IMPLICATIONS

There are no significant sustainability implications. The proposal will not generate traffic movements to the extent that air quality will be affected. Risks to stormwater quality can be mitigated with appropriate measures.

COMMUNITY ENGAGEMENT

The application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by:

- Sending nine notices to the owners and occupiers of adjoining land;
- Placing two signs on site; and
- Notice in Buloke Times Newspaper, 24 August edition.

The notification has been carried out correctly.

Council has received one objection to date. The key issues that were raised in the objection are:

- Road safety concerns, close to main intersection of Campbell Street and Cumming Avenue; and
- No need for another fuel outlet in town, not enough demand. (Commercial and competition issues are not a planning concern.)

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable

COLLABORATION

External Referrals/Notices Required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	Department of Transport – no objection subject to conditions
Section 52 notices	GWMWater: no objection subject to conditions

Internal Council Referrals	Advice/Response/Conditions
Municipal Building Surveyor	Building permit required
Infrastructure planning	Noted: street scape works and possible future Cumming Avenue works

FINANCIAL VIABILITY

There are no significant financial viability impacts. The property valuation would change for rating purposes.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Please see policy discussion at Discussion section of this report.

COUNCIL PLANS AND POLICIES

Not applicable to this report.

TRANSPARENCY OF COUNCIL DECISIONS

In order to promote transparency, Council will consider this resolution in an open meeting.

CONFLICTS OF INTEREST

No officer involved in the preparation of this report has a conflict of interest in the subject matter of this report.

8.2.2 PLANNING PERMIT APPLICATION 955/21 – THREE LOT SUBDIVISION (RURAL DWELLING EXCISION AND BOUNDARY REALIGNMENT) – 645 FAWCETTS ROAD, WYCHEPROOF.

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/13/03

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Built and Natural Environment

PURPOSE

For Council to consider the information in this report and, as the Responsible Authority, resolve to grant or refuse the planning permit application.

SUMMARY

A planning permit application has been received by Council on the 12 October 2021 for a three-lot subdivision at 645 Fawcetts Road Wycheproof. The subdivision will create a lot for the rural dwelling and realign the existing allotment boundary to create two large agricultural land allotments of a more equal size. The subdivision will create Lot 1 being 6.36 hectares containing the existing dwelling, outbuildings, and a lightly timbered area included as a buffer zone to farming operations. The realigning of the allotment boundary will create Lot 2 being 262.7 hectares and Lot 3 being 284.9 hectares.

This application has come to Council as the responsible authority as the proposed rural dwelling excision lot of 6.36 hectares is larger than the maximum size of 2 hectares in the Buloke Planning Scheme policy guidelines for rural dwelling excision lots.

RECOMMENDATION

That Council:

1. That Council having caused notice of Planning Application No. 955/21 to be given under Section 52 of the *Planning and Environment Act 1987* and or the planning scheme and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Permit under the provisions of 35.07-3 and 44.04-3 of the Buloke Planning Scheme in respect of the land known and described as 645 Fawcetts Road, Wycheproof (CA 14 & CA14A, Section A, Parish Bunguluke) , for the three - lot subdivision (boundary realignment and dwelling excision) in accordance with the endorsed plans, with the application dated 12 October 2021, subject to conditions.

Attachments: 1 PPA955/21 Fawcetts Rd., three lot subdivision

DISCUSSION

The property 645 Fawcetts Road is zoned Farming Zone (FZ). The Land Subject to Inundation Overlay (LSIO) affects approximately 30% of the property running in a north-south strip through the centre of the property. The proposed allotment containing the dwelling is not affected by the LSIO. The property consists of dryland farming and grazing land, and the existing dwelling, outbuilding and farm sheds. The

property is located within an area of dryland farming and grazing land and consists of typical agricultural allotments found in the locality. The eastern boundary of the property adjoins the railway line and the Calder Highway. The nearest dwelling in separate ownership is 800 metres to the south east. The property is located 5 kilometres north of the township of Wycheproof.

The proposed allotment containing the dwelling is accessed from Fawcetts Road. Access to the dwelling is all weather access.

The property 645 Fawcetts Road, Wycheproof is zoned Farming Zone. The purpose of the Farming Zone is to:

- implement the Municipal Planning Strategy and the Planning Policy Framework.
- provide for the use of land for agriculture.
- encourage the retention of productive agricultural land.
- ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- encourage the retention of employment and population to support rural communities.
- encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- provide for the use and development of land for the specific purposes identified in a schedule to this zone.

Under Clause 35.07-3 a planning permit is required to subdivide land in the Farming Zone (FZ). The minimum subdivision area is 100 hectares. A permit may be granted for smaller lots if the subdivision is to create a lot for an existing dwelling and/or if the subdivision is the re-subdivision of existing lots.

The Land Subject to Inundation Overlay applies to a portion of the subject land. The purpose of the Land Subject to Inundation Overlay is to:

- implement the Municipal Planning Strategy and the Planning Policy Framework.
- identify flood prone land in a riverine or coastal area affected by the 1 in 100 (1 per cent Annual Exceedance Probability) year flood or any other area determined by the floodplain management authority.
- ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, responds to the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.
- minimise the potential flood risk to life, health and safety associated with development.
- reflect a declaration under Division 4 of Part 10 of the *Water Act, 1989*.
- protect water quality and waterways as natural resources by managing urban stormwater, protecting water supply catchment areas, and managing saline discharges to minimise the risks to the environmental quality of water and groundwater.
- ensure that development maintains or improves river, marine, coastal and wetland health, waterway protection and floodplain health.

Under Clause 44.04-3 a planning permit is required to subdivide land.

Planning Policy Framework (PPF)

Clause 12.01-2S Native Vegetation Management

Objective – is to ensure no net loss to biodiversity as a result of the removal of native vegetation.

Vegetation will be retained around the existing dwelling. The retention of native vegetation may be enhanced by the occupation of the dwelling. No native vegetation will be removed.

Clause 13.02-1S Bushfire planning

Objective – is to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

It is not considered that the subdivision will contribute to increased bushfire risk. No new land uses are being proposed that introduce increased risk of bushfire. There are existing water tanks in proximity of the dwelling that can be utilised for firefighting purposes.

Clause 13.07-1L-01 Amenity Protection - General

Objective – to encourage use and development without compromising residential amenity or agricultural land use.

The proposed subdivision incorporates a buffer zone to the extent that the dwelling will not be significantly affected by agricultural operations and the agricultural land use will be unaffected by the dwelling. The dwelling will not affect the productive capacity of the farming land.

Clause 14.01-1S Protection of agricultural land

Objective – to protect the state’s agricultural base by preserving productive farmland.

No productive farmland will be removed from the state’s agricultural base. All land currently being used for agricultural production will be incorporated into proposed lots 2 and 3 and will continue to be farmed. The agricultural land use will be unaffected by the dwelling. The dwelling will not affect the productive capacity of the farming land.

Clause 14.01-1L-01 Protection of agricultural land

This policy contains strategies to:

- retain agricultural land in productive units,
- maintain land use patterns of large, viable lots for broad acre cropping and
- discourage the fragmentation of agricultural land.
- discourage use and development in the Farming Zone that:
 - Alienates agricultural resources.
 - Is sensitive to off-site effects from agriculture such as sprays and odour.
 - Lessens the capacity of essential infrastructure.
 - Prejudices agricultural resources and agricultural production.
- provide buffers on the subject site for proposals that are potentially sensitive to normal activities in agricultural areas.

The proposed boundary realignment and dwelling excision retains the farming land in two large productive viable lots. The land is not fragmented as the proposed subdivision reflect the existing land uses. The proposed subdivision incorporates a buffer zone to the extent that the dwelling will not be significantly affected by agricultural operations and the agricultural land use will be unaffected by the dwelling.

Clause 14.01-1L-03 Small lot subdivision

This policy applies to applications for subdivision in the Farming Zone of less than 100 hectares where lots are created under the excisions provisions of the Farming Zone. Strategies include:

- Discourage the excision of dwellings that have the potential to restrict agricultural production on adjacent land.
- Maintain an adequate distance within the excised lot around the dwelling to reasonably limit any likely impacts of adjacent agricultural activity.
- Discourage the excision of more than one house lot from a rural property.

The proposed dwelling excision is consistent with the small lot subdivision policy.

Under policy guidelines Council are to consider as relevant:

- Rural dwelling excisions to have a maximum size of 2 hectares.
- If dwelling is in a habitable condition and able to comply with the Building Code of Australia.
- The planting of vegetation within the excised lot to reduce any potential impacts.

The proposed rural dwelling excision allotment is larger than the maximum size of 2 hectares as lot 1 is proposed to be 6.36 hectares. Council planning officers believe the size of the allotment is appropriate as the allotment contains outbuildings and trees and provides a suitable buffer zone to separate the dwelling from any potential effects of farming operations. The dwelling allotment does not remove any farming land from agricultural production and allows an area for a future owner/occupier to plant trees. Council planning officers have conducted an onsite inspection and consider that the existing dwelling is able to comply with the Building Code of Australia.

The proposal is consistent with the purpose of the zone, providing for the retention of employment and population, protecting the productive agricultural land, and ensuring that the dwelling does not adversely affect the use of the land for agriculture.

There will be no significant negative effect on the amenity of the immediate locality. The subdivision will not cause or contribute to land degradation, salinity or reduce water quality.

No native vegetation is proposed to be removed.

It is not considered that there will be changes to the risk of flood, erosion or fire hazard.

The land is suitable for the subdivision as it reflects the existing land uses, being the dwelling and the agricultural land. The allotment created for the dwelling has access to services and all-weather access.

The proposal will not lead to a proliferation of dwellings in the area as it is against policy to subdivide land in the farming zone into lots of less than 100 hectares.

RELEVANT LAW

The application is being assessed in accordance with the *Planning and Environment Act 1987 (the Act)*.

RELATED COUNCIL DECISIONS

No previous planning applications have been received for this property.

OPTIONS

Council may resolve to refuse the application for a planning permit if Council considers the granting of a permit may prejudice agricultural resources and agricultural production on the adjacent land.

SUSTAINABILITY IMPLICATIONS

There are no significant sustainability implications. No native vegetation is affected as part of the subdivision. There is an existing septic system and there is adequate land area available to treat and retain sewerage on site in accordance with State Environment Protection Policy. Rainwater tanks are installed on site for potable water.

COMMUNITY ENGAGEMENT

Public notice of the application was given in accordance with Section 52 of the Act. A notice was placed in the locally circulating newspaper. The application was available to view on Council's webpage.

No objections were received in relation to the application.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

The Application was referred to the appropriate bodies under Section 52 and Section 55 of the Act.

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	North Central Catchment Management Authority - consent
Section 52 notices	GWMWater - no objection subject to supplied condition Powercor - no objection subject to supplied conditions

Internal Council Referrals	Advice/Response/Conditions
n/a	n/a
n/a	n/a

FINANCIAL VIABILITY

Not applicable.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Please see policy discussion at Discussion section of this report.

COUNCIL PLANS AND POLICIES

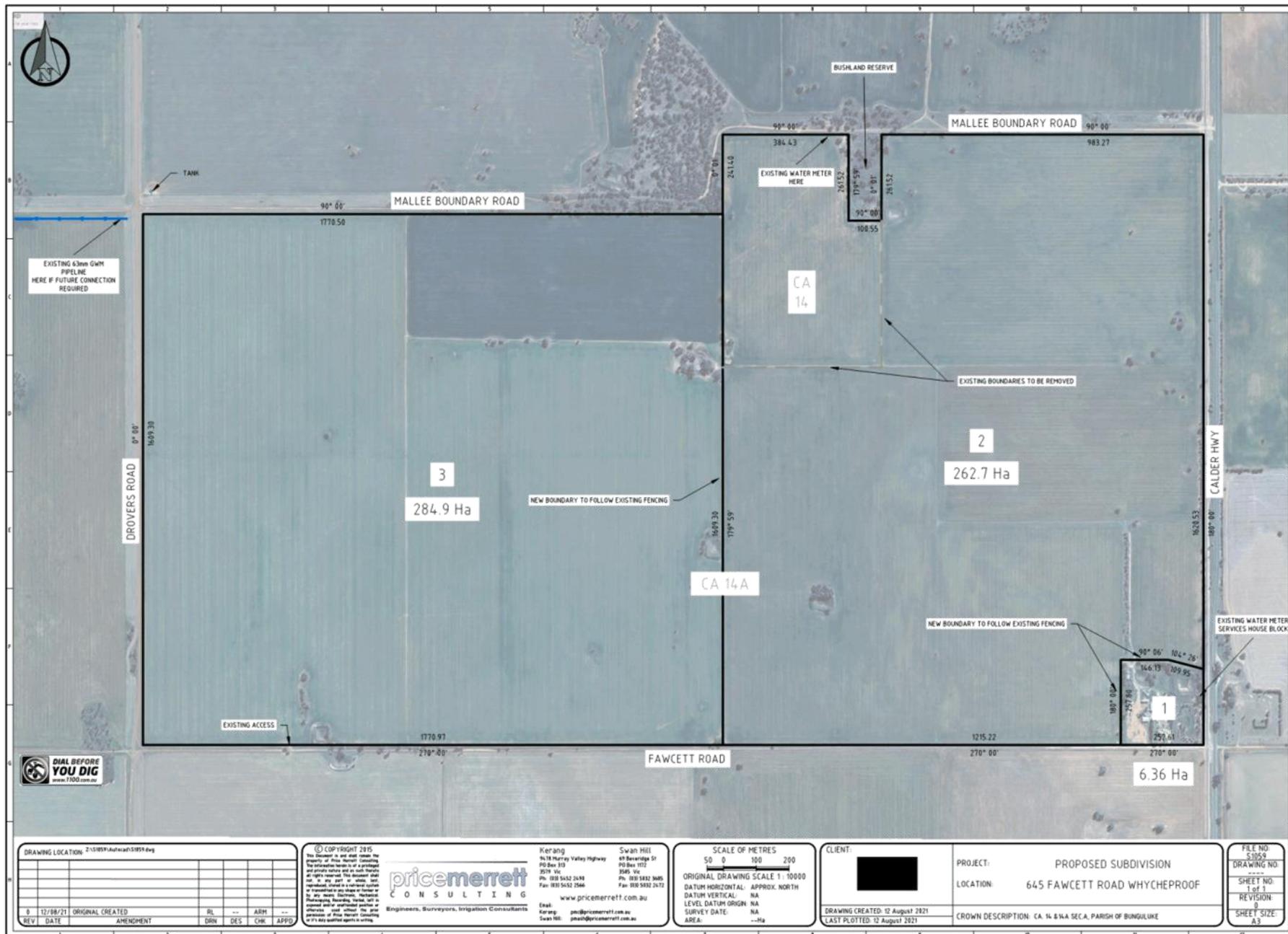
Please see policy discussion at Discussion section of this report.

TRANSPARENCY OF COUNCIL DECISIONS

In order to promote transparency, Council will consider this resolution in an open meeting.

CONFLICTS OF INTEREST

No officer involved in the preparation of this report has a conflict of interest in the subject matter of this report.



DRAWING LOCATION: 2:\318951\Subarea\518951.dwg

REV	DATE	ORIGINAL CREATED	AMENDMENT	RL	DES	CHK	APPD
0	12/18/21	ORIGINAL CREATED					

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Engineers, Surveyors, Irrigation Consultants

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Kerang
14/18 Murray Valley Highway
PO Box 157
3079 Vic
Ph: (08) 8432 2490
Fax: (08) 8432 2566

Swan Hill
69 Beveridge St
PO Box 372
3545 Vic
Ph: (08) 5482 3445
Fax: (08) 5482 2472

www.pricemerrett.com.au
Email: kerang@pricemerrett.com.au
swanhill@pricemerrett.com.au

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LAST PLOTTED: 12 August 2021

PROJECT: PROPOSED SUBDIVISION
LOCATION: 645 FAWCETT ROAD WHYCHEPROOF

CROWN DESCRIPTION: CA. 14 & 1/4A SEC. A, PARISH OF BUNGULUKE

FILE NO: 21059
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8.2.3 WYCHEPROOF RECREATION AND RACECOURSE RESERVE MASTER PLAN

Author's Title: Manager Facilities and Projects

Department: Works and Technical Services

File No: PR/17/03

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Built and Natural Environment

PURPOSE

The purpose of this report is that Council consider and adopt the Wycheproof Recreation and Racecourse Reserve Master Plan.

SUMMARY

Many facilities at the Wycheproof Recreation and Racecourse Reserve site are nearing the end of their lifecycle, and require strategic decision-making and investment over coming years.

The Wycheproof Recreation and Racecourse Reserve Master Plan was developed in close consultation with the community, via community surveys, listening posts, workshops with user groups and Council staff, and one-on-one phone calls with key stakeholders. Councillors also attended a walk-through of the site in December of 2022. This report intends to present the Wycheproof Recreation and Racecourse Reserve Master Plan to Council for consideration and endorsement.

RECOMMENDATION

That Council:

1. Adopt the Wycheproof Recreation and Racecourse Reserve Master Plan; and
2. Authorises the Chief Executive Officer to seek funding opportunities for the implementation of the Wycheproof Recreation and Racecourse Reserve Masterplan

;

Attachments:

- 1 Wycheproof Recreation and Racecourse Reserve Masterplan - Background report
- 2 Wycheproof Recreation and Racecourse Reserve Masterplan - Summary

DISCUSSION

Sport and active recreation, as a participant, a volunteer or a spectator, plays a major role in the lives of many people in Wycheproof. It provides opportunities for physical fitness, social interactions, enjoyment and the creation of town pride.

A twelve-year strategic master plan has been prepared with input from user groups, Buloke Shire Council staff, a variety of key stakeholders including Government agencies and State sporting associations, and the broader community to ensure that Wycheproof Recreation and Racecourse Reserve can continue to cater for the existing needs of the community, and the future demands placed upon it.

This strategic master plan identifies a number of priorities that the Wycheproof community believes are of critical importance in ensuring sustainability and the continuation of quality sport and active recreation opportunities. The Wycheproof community will use this strategic master plan to guide their decision making in relation to infrastructure developments over the next twelve years.

Proposed developments at Wycheproof Recreation and Racecourse Reserve have been identified and prioritised, based on a number of factors including their alignment with the vision and planning principles identified for the site. The vision for the reserve is, Wycheproof Recreation and Racecourse Reserve: The active heart of our town. The master plan also identifies opportunities to expand the diversity of active recreational opportunities available on site, as well as the interaction and connectedness of the site with the Wycheproof Wetlands, Mount Wycheproof, Wycheproof Caravan Park, and the new play space to be built in Centenary Park.

RELEVANT LAW

Not Applicable

RELATED COUNCIL DECISIONS

This masterplan was funded through Council's 2021/2022 Annual Budget which was adopted in June 2021.

OPTIONS

Not Applicable

SUSTAINABILITY IMPLICATIONS

Officers have considered environmental sustainability when establishing key design principles in the preparation of this masterplan.

COMMUNITY ENGAGEMENT

The Wycheproof Recreation and Racecourse Reserve Master Plan was developed in close consultation with the community via community surveys, listening posts, workshops with user groups, and one-on-one phone calls with key stakeholders.

INNOVATION AND CONTINUOUS IMPROVEMENT

Council Officers have considered the long-term sustainability of both the built and natural environment in the preparation of this Master Plan.

COLLABORATION

Council Officers have collaborated internally cross-departmentally, with external consultants, State Government agencies and State Sporting Associations in the preparation of the Wycheproof Recreation and Racecourse Reserve Masterplan.

FINANCIAL VIABILITY

The intention of this plan is to have a twelve-year implementation period, spanning three Council terms, and aims to seek external funding, and partner with other organisations and the community to achieve the outcomes. The design principles adopted in this plan consider co-location of user groups at facilities to ensure maximum value is realised from the assets identified in the plan.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

This plan responds to the facility guidelines of the relevant State Sporting Associations including but not limited to AFL Victoria, Netball Victoria, Bowls Victoria, Hockey Victoria and Tennis Victoria.

COUNCIL PLANS AND POLICIES

This plan addresses many of Council's existing plans and strategies, including:

- Wycheproof Community Plan
- Buloke Inclusiveness Plan
- Long-Term Community Vision and Council Plan 2021 -2025

TRANSPARENCY OF COUNCIL DECISIONS

Council will consider this report in the section of the meeting which is open to the public.

CONFLICTS OF INTEREST

No Officer in the preparation of this report has a conflict of interest to declare.



WYCHEPROOF RECREATION AND RACECOURSE RESERVE MASTER PLAN BACKGROUND PAPER 2021-2033



BULOKE
SHIRE COUNCIL

Disclaimer

The information contained in this report is intended for the specific use of the within named party to which it is addressed ("the communityvibe client") only. All recommendations by communityvibe are based on information provided by or on behalf of the communityvibe client and communityvibe has relied on such information being correct at the time this report is prepared. communityvibe shall take no responsibility for any loss or damage caused to the communityvibe client or to any third party whether direct or consequential as a result of or in any way arising from any unauthorised use of this report or any recommendations contained within.

Report Date: October 2021

Prepared By



Wendy Holland
Director
communityvibe
PO Box 421
Strathdale Vic 3550
Ph: 0438 433 555
E: wendy@communityvibe.com.au
W: www.communityvibe.com.au

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The Site



The site features:

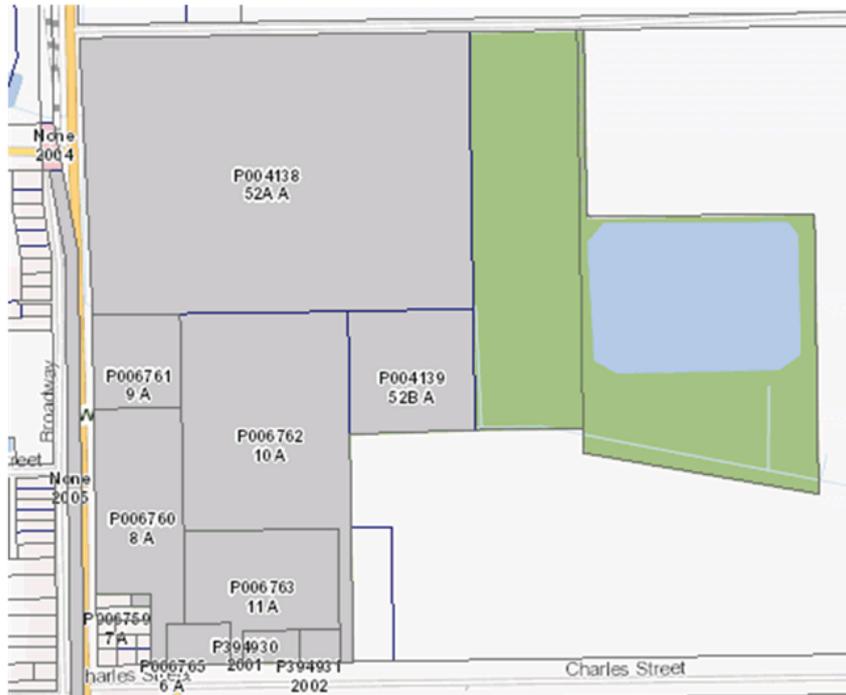
- Football / cricket - A natural turf sports oval with training level lighting, a turf wicket, inground irrigation system, small portable grandstand. Both AFL football and cricket are played on the oval. One multi-purpose 2 storey

pavilion featuring change rooms, social facilities, kitchen and bar. Cricket practice wicket with 2 nets

- Netball - 2 netball courts with lighting and small clubhouse
- Tennis - 12 lawn tennis courts, 2 sand-based synthetic grass tennis courts, lighting and clubhouse
- Hockey - 1 hockey field with lights and two shipping containers, player shelters and water tanks
- Lawn bowls - 1 lawn bowls facility featuring 2 greens, lights, overhead watering system, player shelters and a clubhouse
- Croquet - 1 croquet green, lights, small club house with toilet and water tank, shelter
- Swimming pool - 1 25 metre unheated swimming pool, 1 toddler pool, several shade sails and change rooms / kiosk
- Golf - 1 18-hole sand scrapes golf course featuring a clubhouse (part of the golf course is inside the racetrack)
- Horse racing - 1 racetrack featuring steward's room, bookie facilities, shelter, stables, race calling tower, toilets and bar. Jockeys currently use toilets at golf club.
- Events - Agricultural show sheds / pavilions (note that the show is no longer operational)
- Roadway - Internal roads used by local residents for walking or dog walking.
- Public toilets - 2 sets of outdoor public toilets
- Caravan park - 1 caravan park (but this is outside the scope of this master plan).

Land ownership and planning overlays

The Wycheproof Recreation and Racecourse Reserve is made up of a number of different parcels of land located on Crown Land (shaded grey section). The green section, on which part of the golf course is located, is owned by Grampians Wimmera Mallee Water and is zoned as Public Use Zone – Service and Utility (PUZ1).



The individual parcels of Crown Land include:

- Golf course, racecourse and wetlands
- Golf club building (owned by the Golf Club)
- Tennis courts
- Caravan park, sports oval, pavilion, croquet, netball and agricultural shed
- Bowls
- Swimming Pool
- Hockey and agricultural sheds.

Planning zones that apply to the site include:

- Public Park and Recreation Zone (PPRZ)
- Schedule to the Public Park and Recreation Zone (PPRZ)
- Public Use Zone – Service and Utility (PUZ1) – only for racecourse / golf / wetlands parcel of land
- Road Zone – Category (RDZ1) – only for northern boundary along Mackies Road.

From a planning overlay perspective, the following overlays are of relevance:

- Design and Development Overlay (DDO)
- Design and Development Overlay – Schedule 2 (DDO2)
- Heritage Overlay (HO) – only for the swimming pool
- Heritage Overlay – Schedule (HO97) – only for the swimming pool.

Note that the tennis court site has no planning overlays.

Grampians Wimmera Mallee Water is the responsible water authority and Powercor is the power distributor for the entire site. The site is also identified as being located in a designated bushfire prone area.

Governance

In accordance with the Local Government Act 2020, the Wycheproof Recreation and Racecourse Reserve Committee of Management is recognised as a Community Asset Committee. It operates under an instrument of delegation from Buloke Shire Council. It meets sporadically. Its main purpose is to disperse recreational funding from Buloke Shire Council to each of the user groups located at the reserve. The golf club leases a small section of land from the Crown. This site contains the golf club pavilion and car park and was originally funded by the golf club. There is no formal agreement between Council and Mt Wycheproof & District Race Club for the racetrack land and associated infrastructure (i.e. toilets, bar, kiosk and betting area) nor between Council and Wycheproof Golf Club (for the golf course land).

Planning principles

Planning principle	What this means
<i>Multi-purpose and co-location</i>	Any proposed facility developments / upgrades will be designed to be multi-use, i.e. shared by a number of different user groups; used in multiple ways; and can be adapted to meet changing sport, active recreation and community needs over time. Where single-use facilities may no longer be viable, they may be consolidated to form a multi-purpose facility or rationalised.
<i>Environmental sustainability</i>	Any proposed facility developments / upgrades will respond to climate change issues and consider environmentally sustainable design principles and materials as part of their construction or development (e.g. solar energy, recycled materials, re-use of storm water, etc).
<i>Accessible and inclusive</i>	Any facility developments / upgrades, programs or services are designed to increase access for all abilities and be inclusive of everyone regardless of abilities, age, gender, cultural background and socio-economic status.
<i>Partnerships</i>	Wherever possible, facility developments / upgrades will be developed in partnership with other organisations to maximise the use of limited resources and to improve social, health, economic and environmental outcomes.
<i>Connected and linked</i>	Any proposed developments within the reserve will be connected and linked to one another through an accessible path network supported by appropriate wayfinding signage. The reserve will also be connected and linked to the proposed wetlands area, the town centre and Mount Wycheproof through pathways and signage.
<i>Improved liveability</i>	Any proposed facility developments / upgrades will help to create a more liveable community where people can safely and comfortably enjoy participating in sport and active recreation activities and events at the site and connect with others in the community. The reserve will be viewed as a major destination in Wycheproof and beyond and will be well utilised by a broad range of local residents and visitors. It will be a facility of which the community will justifiably be proud.
<i>Financial sustainability</i>	Facility upgrades will be effectively planned so that development, management, maintenance, replacement / renewal costs are known at the outset. Wherever possible, developments will be designed to be easy and cost effective to maintain and will be designed to realistically meet the projected long-term needs of the community, taking into

Planning principle	What this means
<i>Economic benefits</i>	<p>consideration participation patterns, demographics and trends.</p> <p>Wherever possible, facility upgrades will be designed to provide economic benefits to clubs, organisations and businesses that use the reserve, or to the broader community through increased retail and accommodation expenditure. Developments may provide employment opportunities either during the construction period or on an ongoing basis and may attract more people to stay at the caravan park.</p>

Context

The following strategies have been reviewed in order to understand the context and policy directions associated with Wycheproof Recreation and Racecourse Reserve. A full literature review is included in the appendix. A summary of each of these documents follows:

Council's Recreation Plan (2005)

Council's Recreation Plan (2005) noted the following potential improvements in Wycheproof from the community survey:

- Swimming Pool – upgrade and heated, painted, increase opening hours
- Football Oval – resurface oval, include children's play area
- Gym – for the public
- Sporting Complex – utilise more at nights and weekends

It also noted the following suggestions from clubs:

- Wycheproof - Narraport Hockey Club Inc. - Extra storage facility and more seating. Club could organise funding and labour
- Wycheproof Narraport Netball Club - Score shed and fence need to be upgraded to adhere to safety standards and concrete around courts need to be extended again to adhere to Netball Victoria standards. Club usually fund raises and has working bees but this project is out of their reach.
- Wycheproof Croquet Club Inc - Lawns needs to be replaced with a full-size lawn. Currently a half size lawn.
- Mt Wycheproof & District Race Club - New toilet block, shaded areas
- Wycheproof Narraport Football Club - New sprinkler system on ground, renovate visitors change rooms, more under cover for spectators. Club could supply labour.

Recommendations contained within the strategy of relevance to the Wycheproof Recreation and Racecourse Reserve are:

Location	Recommended works	Priority	Indicative cost
Sporting Complex	Upgrade visitor change rooms. Reassess grounds for sowing and review sprinkler system. Seek Government Grant	Low	Unknown
Hockey	More storage space and seating	Medium	\$10,000 (club responsibility)
Netball	Renovate courts and construct fence	High	\$10,000 (club responsibility)
Croquet	Review club requirements for croquet lawns	Low	To be determined

Wycheproof & District Local Community Plan

This community plan notes the great sporting facilities and swimming pool as key assets in the town. It also notes that some of the challenges include: maintaining infrastructure / assets; attracting numbers for sports teams; having to travel long distances to play sport; lack of activities for young people; and many committees in town.

Some specific actions emanating from the plan which have, or could have, relevance to Wycheproof Recreation and Racecourse Reserve include:

1. Review built community assets and explore opportunities for shared facilities and resources.
2. Seek funding for the improvement of the skate park.
3. Explore the feasibility of a BMX track in the old reservoir.
4. Make a feature of the local water harvesting and storage area for recreation
5. Maintain trees and control weeds (especially bindii) on council, crown and private land.
6. Create opportunities to build and strengthen social connections amongst residents.
7. Offer a range of non-sport activities for residents of all ages e.g. night pool and school holiday activities.
8. Seek funding for the purchase of pop-up cinema equipment.
9. Explore partnerships between towns to field sports teams.
10. Offer and promote come and try days to encourage community involvement in a variety of sports.
11. Review pool hours and season opening and closing to determine community need.
12. Plan community events that could draw visitors to Wycheproof and district.
13. Beautify and develop facilities at Caravan Park.
14. Review community committee structures to encourage partnering, resource sharing, communication, good governance and decrease duplication of efforts.
15. Recognise and support existing volunteers and create a campaign to encourage the involvement of new volunteers, especially younger and 'new' residents.

AFL Central Victoria Facilities Strategy (2017)

This strategy provides a strategic framework to support the future development, governance and growth of football and netball throughout Central Victoria.

The vision contained within this strategy is: "Through strong partnerships, plan facilities that build the capacity of the region, fostering a sustainable innovative and viable Central Victorian football and netball community." The four key priorities are:

1. Existing facilities: Increase the quality and functionality and maximise the use and carrying capacity of existing facilities, e.g. develop unisex change facilities; provide temporary change room structures in the short term for netballers and female footballers; and upgrade lighting to minimum lux level.

2. New facilities and talent pathways: plan and develop new facilities in key growth areas across the Region, considering regional needs and talent pathways, programs and competitions at key locations.
3. Build capacity: support the capacity building of clubs, their people and their culture, e.g. undertake a strategic review of governance structures in the north central area of Victoria.
4. Enhance relationships: continue to enhance the relationship between football, netball and government in the planning, provision and funding of facilities and programs.

The strategy classifies Wycheproof Recreation Reserve as a local level facility (as per AFL facility guidelines) and identifies its facility gaps as:

- Change rooms
- Umpire change rooms
- Football lighting
- Netball lighting.

The strategy notes that in areas where population decline is occurring or will occur, Local Government Authorities in the region are committed to continuing to support sport to meet club sustainability challenges, including investigating opportunities to rationalise community assets and instead provide multi-purpose facilities that cater for a number of sports. It also notes the lack of change facilities for female footballers and netballers.

Investment by Buloke Shire, State Government and the local community in football, netball, hockey and cricket facilities has also been noted, i.e.:

- \$4.2M change room and function centre facility upgrade at Charlton Park
- \$2.8M upgrade of the stadium and function centre at the Donald Recreation Reserve.

Governance issues in the North Central League were discussed in the strategy too. The report states that netball, football and hockey in the North Central competition is overseen by three separate governing bodies; the North Central Netball Association, the North Central Football League and the North Central Hockey Association. The authors of the report believed that this structure is "detrimental to collaboration between sports, improving understanding of competition structures and growth, establishing long term strategic directions that considers all stakeholders, pooling of resources and knowledge and capitalising on funding opportunities as they become available." The authors believe that a far more inclusive and efficient arrangement would be for AFL Central Victoria to govern and administer these bodies as one competition into the future.

The strategy notes that according to a study by La Trobe University, for every \$1 spent to run a football club, "there is at least \$4.40 return in social value in terms of increased social connectedness, wellbeing and mental health status; employment outcomes; personal development; physical health; civic pride; and support of other community groups."

Long-Term Community Vision and Council Plan 2021 -2025

The vision of Council and the community identified in the Council plan is: "Building a Better Buloke - A healthy, connected, inclusive and prosperous community."

From a health and wellbeing perspective, it was noted that Buloke Shire has a higher overall sport participation rate than any other municipality in the state at 31% (this figure was assessed against player registrations across 12 key sports). Volunteer rates are also significant. Relevant community challenges include the asset renewal gap and climate change.

Long term aspirations of relevance to Wycheproof Recreation and Racecourse Reserve include:

- Accessible buildings and spaces.
- Quality infrastructure and multi-use assets that are well maintained and used.
- Active outdoor spaces
- Renewable energy in action
- Infrastructure and programs to support physical activity
- A wide range of activities and connection opportunities for children and young people.
- Continue to build on exciting tourism attractions and events.
- Dynamic well supported and recognised volunteers.
- Valued, supported and recognised volunteers.

Long term strategies of relevance include:

- Maintain, develop and plan for viable, multi-use infrastructure and assets that respond to community needs and priorities.
- Enhance parks and public spaces so they are welcoming, safe and accessible to encourage active recreation and participation.
- Review built community assets and explore opportunities for shared facilities and resources.
- Develop and enhance walking and cycling paths with a connected approach.
- Improve accessibility to buildings and public facilities for all community members.
- Actively use, promote and support the use of renewable energy sources.
- Create and support opportunities that encourage community wellbeing, social connections and inclusion and active and healthy lifestyles.
- Offer/actively support a range of non-sport activities, events and leisure opportunities for residents of all ages including children and young people.
- Work collaboratively to develop and build community leadership skills.
- Support, encourage and recognise community volunteers.
- Provide leadership to communities to strengthen relationships and collaboration between community groups and across towns.

Council Plan 2017-21

The Council Plan is a collaborative project between the Councillors and the community, identifying the key themes and strategic initiatives that Council will pursue from 2017 to 2021.

Some of the community challenges noted in the Council Plan, which may impact on the Wycheproof Recreation and Racecourse Reserve, include:

- Ageing infrastructure
- Climate change
- Changing demographics

Some of the key goals included in the Council Plan of relevance, include:

1. Seek investment for multi-use recreation facilities.
2. Support local community, arts and cultural events
3. Work with sports assemblies, government and local sporting groups to provide accessible programs.
4. Explore opportunities to attract people into our communities.
5. Proactively engage with community groups to establish plans for consolidation of ageing or excess building assets as part of a broader community planning exercise.
6. Continue to implement the Buloke Aquatic Strategy and invest in key projects such as the Wycheproof Swimming Pool Change Facility Upgrade.
7. Review options for opportunities for increased pool access.
8. In partnership with the Central Victorian Greenhouse Alliance, retrofit key community facilities with environmentally sustainable design features.
9. Review bin provision in key public spaces in conjunction with other state authorities where relevant such as main street areas, recreation reserves, roadside stops and parklands to improve resource recovery and deter littering.

Active Victoria (2017)

The vision contained within this strategy is for sport and active recreation in Victoria to be:

- More active
- More diverse and inclusive
- Robust, flexible, sustainable and affordable
- Broad-based and connected
- Collaborative.

The focus of will be on female participation and traditionally disadvantaged groups including Aboriginals, people with disabilities, people with poor health, recently-arrived migrants and those with little English, people with low incomes or living in areas of relative socio-economic disadvantage.

Partners will include: not-for-profit; commercial; schools; LGAs; State Government; and Federal Government.

Strategic directions:

- Meeting demand
- Broader and more inclusive participation
- Additional focus on active recreation
- Build system resilience and capacity
- Connect investments in events, high performance and infrastructure
- Work together for shared outcomes.

VicHealth (2018) Physical Activity Strategy 2018-2023

The three key focus areas of this strategy are:

- Fear of judgement by women (changing social norms and increase positive attitudes towards strong, powerful, active women; increasing confidence of women and girls; etc)
- Social sport, active recreation and play (promotion of social and informal versions of sport and active recreation – especially for young people, women and girls and population groups who face the greatest barriers to being physically active)
- Walking and active travel (normalise active travel and encourage short neighbourhood trips to be active ones).

The strategy notes that:

Children aged 5-12 years of age:

- Children's lifestyles are becoming increasingly sedentary, with 4 out of 5 children (5–17 years) not meeting the recommended 60 minutes of physical activity every day.
- Globally, today's children may be the first generation to have a shorter life expectancy than their parents.
- By 2025, it is estimated that one in three Australian children will be overweight or obese.

Young people aged 12-17 years of age:

- Participation in physical activity halves during adolescence (down from an average of 120 minutes to just over 60 minutes a day).
- Sport participation levels drop suddenly at around age 15.
- Physically active children and youth are more socially active, have reduced symptoms of depression and anxiety, and perform better at school.
- The transitions to and from secondary school are key life stages at which to influence behaviours that establish lifelong healthy habits.

Women and girls:

- 3 out of 5 women aren't sufficiently active to gain health benefits from their activity.
- Females participate in sport at only half the rate of males.

- Barriers to participation in sport and physical activity are higher for women and girls.
- Women continue to be under-represented in leadership and decision-making roles within sporting organisations.
- Coverage of women's sport remains significantly less than coverage of men's sport.

Buloke Aquatic Strategy (2014)

This strategy noted the following capital works item requirements for Wycheproof Swimming Pool at a cost of \$613,000 (based on 2014 costings):

- Change backwash to sewer
- New change rooms, plant room and office
- Solar heating
- Toddler's pool plant room.

This strategy notes that Wycheproof is one of only two Council pools that does not have a pool committee and supposes that that is the reason why there are limited programs at the facility and a lack of community fundraising. It suggests that Council may wish to explore whether there is interest for a pool committee to be established.

End of season pool report 2019-2020 (2020)

From a capital works perspective, this report noted the need to secure the boundary fence alongside the hockey ground.

End of season pool report 2020-2021 (2021)

This report noted that some of the activities undertaken at the Wycheproof Swimming Pool in the 2020-2021 season included morning swimming programs, toddler time programs and school swimming programs, as well as regular swimming and water play. The season commenced on 14 November 2020 and finished on 19 March 2021.

This report noted that the following capital works have been recently completed:

- Change backwash to sewer
- New change rooms, plant room and office
- Solar heating
- Toddler's plant room.

Our community

The following statistics from the Australian Bureau of Statistics 2016 Census, creates a picture of the people of Wycheproof.



Population and age

At the time of the 2016 Census, Wycheproof (State Suburb) had a population of 635 people. Females make up 53.9% of the population and males make up 46.1%. The median age is 55. The growth rate for Buloke Shire is estimated to be -1.2% between 2018 to 2036¹, hence it unlikely that the population of Wycheproof is going to increase much at all, despite being a service centre to neighbouring towns and hamlets.

Compared with Victoria, Wycheproof has a considerably higher percentage of people over 55 (50.2% compared with 27.0%). Considering this very high percentage of older adults, due consideration must be given to activities that are suitable for people over 55 years of age, e.g. more non-contact sport (e.g. tennis, bowls, golf and croquet); playing surfaces that are more forgiving on joints; as well as the opportunity for active recreational activities such as walking, cycling and fitness classes / exercises such as yoga, strength training and pilates. There should also be a focus on the social connection side of sport and active recreation.



Cultural background

Aboriginal or Torres Strait Islanders make up 0.8% of the population of Wycheproof (the same percentage as for Victoria). 81.6% of the population was born in Australia, compared with 64.9% of Victorians. Of those born overseas, the main countries of birth recorded in the Census statistics are England (1.6%), New Zealand (1.3%), Germany (0.8%), India (0.8%) and Scotland (0.5%). The most frequently spoken languages spoken at home (other than English) are Malayalam (0.8%) and Mandarin (0.5%). It is unlikely that information needs to be translated into community languages given the low number of residents from non-English speaking backgrounds, however, this situation needs to be monitored if there is an influx or new residents in the future who do not speak English as their first language. Similarly, some cultures have a tradition of playing

¹ Department of Environment, Land, Water and Planning (2019) Victoria in Future:
https://www.planning.vic.gov.au/_data/assets/pdf_file/0032/332996/Victoria_in_Future_2019.pdf

specific sports, e.g. soccer or handball. The situation needs to be monitored to determine if there is any demand for sports that haven't traditionally been played in Wycheproof at a club level.



Employment

From an employment perspective, there is a slightly lower percentage of people working full time in Wycheproof as in Victoria (51.2% compared with 57.0%), slightly more working part time (37.1% compared with 31.4%) and a higher percentage of people who are away from work (8.3% compared with 4.9%). The unemployment rate at the time of the 2016 Census was considerably lower in Wycheproof than for Victoria overall (3.3% compared with 6.6%).

Wycheproof is very much a farming community and service centre. Its key industries of employment include:

- Hospitals (except Psychiatric Hospitals)
- Local Government administration
- Grain-Sheep or Grain-Beef Cattle Farming
- Other Grain Growing
- Combined Primary and Secondary Education

Within these industries, key occupations include:

- Managers
- Labourers
- Professionals
- Technicians and Trades Workers
- Sales Workers
- Community and Personal Service Workers
- Machinery Operators and Drivers
- Clerical and Administrative Workers



Income and housing costs

The median weekly household income in Wycheproof is substantially less than for Victoria overall, i.e. \$785 compared with \$1,419. The median weekly rent in Wycheproof is \$120 compared with \$325 for Victoria and the median monthly mortgage repayment is \$650 compared with \$1,728. As household incomes are substantially below Victoria on average,

it will be important that any sport and active recreation opportunities available at the Recreation and Racecourse Reserve are relatively inexpensive in order to enable maximum participation.



Family composition

In terms of family composition, 55.6% of households are made up of families with or without children (compared with 70.8% of Victorian households) and 40.6% of households are single or lone person households (compared with 24.7% for Victoria). 3.8% of all households are classified as group households. The very high percentage of single or lone households may necessitate a focus on activities with opportunities for social connections.



Volunteering

Volunteer rates for an organisation or group over the last 12 months are significantly higher in Wycheproof than in Victoria, i.e. 41.5% compared with 19.2%. This tells us that an extremely high percentage of people are already involved in volunteering. There may not be much of a reservoir to seek additional volunteers from.



Internet access

The rate of internet access from a dwelling is much lower in Wycheproof than in Victoria: 63.7% compared with 83.7%. Therefore, any promotional information needs to consider other sources that are not reliant on technology, e.g. hard copies, mail and posters.



Car ownership

The average number of cars per dwelling is 1.7.

The benefits of sport and active recreation

Whilst individuals benefit from sport and recreation from a health and wellbeing perspective and greater connections within their community, the whole community benefits from a greater sense of community cohesion, economic opportunities, improvement to the environment, reduction in crime and a more liveable and vibrant community. Some of the benefits that can occur through participation in sport and recreation are:

Social Benefits	Health Benefits
Greater sense of community	"Protects against cardiovascular disease, hypertension, type 2 diabetes, osteoporosis, musculoskeletal impairments, obesity, some cancers and poor mental health." ² Improved balance and coordination, resulting in fewer falls Stronger muscles, joints and bones Improved confidence and self-esteem Improved body image Improved motor skills Less likely to suffer from depression and anxiety Greater sense of achievement Reduced stress levels Higher energy and concentration levels Reduction in incidence and severity of illness and disability Increased life expectancy.
Stronger, more self-reliant communities	
Greater social and friendship networks	
Improved liveability	
Reduction in anti-social behaviour and vandalism	
Helps to develop shared attitudes, values and codes of behaviour in the community	
Breaks down barriers between different sectors of the community	
Environmental Benefits	Economic Benefits
Encourages a greater appreciation and awareness of the natural environment (i.e. develops environmental stewardship)	Attracts visitors and generates tourism Attracts businesses and creates employment Creates higher market value of properties near public open space
Encourages the protection of areas of conservation or cultural heritage value	Improvements to local business viability through sale of sport and recreation equipment, services and programs

² VicHealth (2015) Promoting equity in physical activity: An evidence summary

<p>Reduces carbon emissions, air pollution and noise pollution (through activities such as active transport in place of vehicular transportation)</p>	<p>Physical inactivity costs the Australian economy \$805 million annually - \$640m in direct costs (healthcare expenditure) and \$165m in indirect costs (loss in productivity) (2013 figures)³</p> <p>Physical inactivity causes an estimated 16,000 premature deaths a year.⁴</p> <p>Productivity loss due to physical inactivity is estimated at 1.8 working days per worker per year.⁵</p>
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³ Eoin Blackwell (2017) Physical Inactivity is Costing Australia Nearly \$1 Billion a Year: *HuffPost* 29 July 2017 https://www.huffingtonpost.com.au/2016/07/28/physical-inactivity-is-costing-australia-nearly-1-billion-a-yea_a_21441164/

⁴ Ibid

⁵ Ibid

Sport and active recreation participation and trends

Victorian physical activity participation rates for adults and children

According to Ausplay data⁶, the top 15 participation activities for adults and the top 10 participation activities for children in Victoria in between July 2019 and June 2020 were as follows:

Adults aged 15+		Children 0-14 years of age	
Activity	%	Organised out of school activities	%
Walking (recreational)	47.4%	Swimming	33.3%
Fitness/Gym	38.4%	Basketball	13.7%
Athletics, track and field (includes jogging and running)	18.5%	Australian Rules Football	12.8%
Swimming	14.9%	Gymnastics	11.4%
Cycling	14.4%	Dancing (recreational)	10.4%
Bushwalking	7.5%	Football/Soccer	9.3%
Yoga	7.1%	Netball	6.0%
Basketball	5.8%	Cricket	5.8%
Pilates	5.1%	Tennis	5.6%
Golf	5.0%	Athletics, track and field (includes jogging and running)	5.1%
Tennis	4.9%		
Football / soccer	4.6%		
Australian Football	4.0%		
Netball	3.2%		
Cricket	2.6%		

Activities held at Wycheproof Recreation and Racecourse Reserve that don't feature in the top 15 activities for Australian adults or the top 10 activities for Australian children include:

- Lawn bowls (adults) – 1.6%
- Hockey (Australian adults) – 0.7%
- Croquet (adults) – 0.2%
- Cricket (Australian children) – 4.1%
- Hockey (children) – 1.4%

The emphasis for adults is far more on individual non-structured activities. The children's survey specifically focussed on organised sport outside of school hours, so it is not possible to ascertain the popularity of unstructured activities.

⁶ Sport Australia. Ausplay Survey 2019-2020:
<https://www.clearinghouseforsport.gov.au/research/ausplay/results>

Trends

The sport and recreation landscape is constantly changing. The table below describes some of the trends currently occurring in the industry and within rural Victorian communities which we need to be aware of when planning facilities, programs and services in the future:

Trend	Details
Liveability	Quality sport, recreation and open spaces are seen as one of the key tools used by LGAs to attract new residents to come and live in a town and to improve the liveability of towns.
Individual lifestyle activities	There has been a movement away from many traditional organised sports such as football, cricket, netball and tennis to more individual or small group non-organised activities, e.g. walking, gym workouts, fitness classes, cycling, swimming and running.
Growth of female participation in specific sports	There has been significant growth across sports by females in Victoria in AFL, soccer and cricket. This growth is accompanied by the need to find suitable sports grounds and change facilities for training and games.
Events and tourism	There has been greater demand on sporting facilities and public open spaces such as parks for special events, e.g. sports tournaments, markets, festivals, weddings, fun runs and cycling events. These can create a positive economic impact for the municipality.
Programming	There is a growing focus by Local Government on providing or facilitating programs in open spaces to attract greater levels of participation in physical activities, e.g. summer activities and ParkRun.
Dog parks	There has been an emergence of off leash dog parks in response to the desire to connect with other dog walkers and the desire for dogs to socialise with one another.
Playgrounds	There has been greater investment in developing destination play spaces in open space areas, designed to attract people from both within and outside municipalities. Within these play spaces there may be a greater focus on providing quality landscaping and more natural spaces which utilise loose materials, rocks and logs.
Water play	Many municipalities are developing splash parks or water play areas for children. These spaces can feature dry riverbeds, fountains, sprays, etc.

Trend	Details
Outdoor fitness equipment	There has been a growth in the installation of outdoor fitness equipment in public open spaces in recent years, either clustered together in one location or spread along a linear pathway.
Active transport and linkages	There is a greater focus on ensuring that sport, recreation and open space areas are connected to existing walking / cycling networks.
Accessibility and inclusion	There is greater awareness of the need to ensure that people of all ages and all abilities can safely and easily utilise areas of open space. Universal Design Principles and Disability Discrimination Act (DDA) requirements provide guidance in this area. Infrastructure to encourage participation by people of all abilities includes ramps, unisex toilets with change tables, single story buildings to allow for wheelchair access and Braille signs.
Planning	Master planning of recreation reserves and open spaces has occurred to ensure that needs of all existing and casual users are considered in the long term – including the linking of cycling / walking paths, development of play spaces, landscaping and BBQ / picnic facilities and formalised parking.
Multi-purpose design and diversity	Parks and open spaces are being used for a variety of different purposes including sport, markets and festivals; hence spaces need to be as multi-purpose as possible to cater for community needs and may include the need for additional power outlets for food trucks or performances.
Safety	There is a greater awareness of safe design when it comes to sport and recreation facilities, parks and open spaces to ensure safety and perceived safety issues do not act as a barrier to usage. Clear sight lines, lighting, vegetation that can be seen through, passive surveillance and shade are all tools that can be used to improve safety.
Sustainability	There has been a greater focus on the development of environmentally responsible practices such as solar hot water, recycled water systems, double glazed windows, wetlands, community gardens, synthetic surfaces, use of recycled materials and use of locally sourced materials to reduce the impact of facilities / spaces and their users on the environment and to potentially reduce operating costs of facilities.
Climate change	There is a greater focus on climate-proofing areas of open space as much as possible to reduce water usage, provide shade and to retain some green space during periods of low rainfall.

Trend	Details
Community gardens	There has been an increase in the number of community gardens in towns in areas of public open space where people come together to garden together and increase their access to affordable fruit and vegetables.
Food and coffee	There has been a growing trend for Local Government Authorities to develop a café or restaurant in some open spaces or encourage food trucks and coffee vans to visit these sites.
Community hubs	There has been a trend to co-locate several sporting facilities to form recreation precincts to maximise limited resources and to cross- market activities.
Management and maintenance	Local Government Authorities and clubs are focusing on more effective planning, management and maintenance, including understanding whole of life costs of infrastructure, i.e. construction, management, activation, maintenance and replacement. Asset renewal gaps are increasing across the State and sport and active recreation projects must be considered against all other service area priorities.
Modified versions of existing sports	A variety of traditional sports have developed a modified version (or several modified versions) of their game to keep older players playing longer, to involve children at an earlier age or to attract new participants, e.g. pickleball (a form of tennis played on a smaller court), cardio tennis, walking soccer, walking netball, AFL 9's and T20 cricket.
Creating pandemic-safe locations	Parks, reserves and open space are viewed by many people as safer places to recreate than indoor sport and recreation facilities following the COVID-19 pandemic. To ensure that these spaces continue to play an important role, it will be important to ensure that they are able to meet the requirements of a world where social distancing, hand washing, etc will become the new norm. This could impact the size and layout of social facilities in pavilions / hubs, the need for soap and hand sanitizer in toilets or near playgrounds, waiting spaces that can accommodate a line of people 1.5m apart, etc.

Existing site and usage

Key features of the Wycheproof Recreation and Racecourse Reserve are described below. Note that whilst there is a caravan park on site, it is not part of the Master Plan.

Football and cricket



User groups	Wycheproof-Narraport Football Netball Club
Competitions / activities	Football – seniors, reserves and U13
Usage days / times	Wycheproof-Narraport Football Netball Club: plays every second Saturday at home from April to September from 9.30am to 5.00pm. Training takes place on Tuesdays and Thursdays from 4pm-7pm. Major training is held every fortnight for seniors.
Number of participants	Approximately 70
League / association / region	Wycheproof-Narraport Football Netball Club plays in the North Central Football League
Governance	The football club has a committee of management
Facilities	<ul style="list-style-type: none"> • Sports oval (grass) • Inground irrigation system • Training level lights

	<ul style="list-style-type: none"> • Player shelters • Scoreboard • Time-keepers box • Ticket box • Spectator shelter (shedding next to scoreboard) • Portable grandstand • Public toilet block • 2 storey pavilion featuring change rooms, function space, kitchen, bar, toilets, ramp and veranda • Away changeroom building • Brick building (former pavilion) next to the pavilion (not utilised) • Brick kiosk / bar (not utilised)
Condition of facilities	<ul style="list-style-type: none"> • Playing surface is in good condition • Football pavilion change rooms, social room and bar are in fair condition and require renewal. Doorways are not regulation width, ramp is non-compliant, handrails are non-compliant, disabled toilet is non-compliant, emergency lighting required and asbestos is present (as per report from 2018) • Football pavilion kitchen is in good condition, however joinery cupboards require vermin-proofing • Away change room building (old pavilion) is in poor condition and potentially as asbestos in ablution area (not conclusive), doorways are not regulation width, lack of emergency lighting and signage • Old kiosk is in poor condition and access is currently restricted, doorways do not meet regulation width, DDA access is limited as there are internal steps and asbestos is possibly present (not conclusive) • Toilet block is in poor condition, does not provide an accessible toilet and asbestos is possibly present (not conclusive)
Other use of site or buildings	<p>Pavilion is hired out for community events, meetings, wakes, celebrations, etc. Ground is used by school students periodically.</p>
User plans for site	<p>Football club priorities include:</p> <ul style="list-style-type: none"> • Redevelopment of away rooms • Redevelopment of old building • New public toilets • Electronic scoreboard • Resurface football oval • New football coach's boxes • Nets behind football goals

	<ul style="list-style-type: none"> • Upgrade of upstairs kitchen, bar and cool room • New shade off the front of the pavilion • Small covered in grandstand • BBQ area for the Green Mill
Challenges	Long term sustainability, which may one day result in having to merge with another club.
Opportunities	New lighting will soon be installed on the oval, therefore creating opportunities for improved conditions for training and the potential for night matches
Assessment of adequacy and future uses	<ul style="list-style-type: none"> • Ramp to pavilion needs to be upgraded to meet DDA requirements • Existing toilet near pavilion needs to be upgraded and feature unisex toilets • Football change rooms for away team and umpire change rooms are inadequate and need to be incorporated into the proposed multi-sport change facility. • Other upgrades suggested by football club include: <ul style="list-style-type: none"> - Redevelopment of old pavilion and kiosk / bar buildings if a use can be determined - Electronic scoreboard - Resurface football oval - New football coach's boxes - Nets behind football goals - Upgrade of upstairs kitchen, bar and cool room - New shade off the front of the pavilion - Small covered in grandstand - BBQ area for the Green Mill

User groups	Wycheproof / Narraport Cricket Club
Competitions / activities	A grade men's cricket
Usage days / times	Wycheproof / Narraport Cricket Club: plays every second Saturday at home from October to March from 1.00pm to 5.00pm.
Number of participants	Approximately 14 players
League / association / region	Wycheproof / Narraport Cricket Club plays in the Wimmera Mallee Cricket Association
Governance	There is no committee of management overseeing the cricket club
Facilities	<ul style="list-style-type: none"> • Sports oval (grass) • Turf wicket • 2 cricket training nets • Inground irrigation system • Training level lights • Scoreboard

	<ul style="list-style-type: none"> • Spectator shelter (shedding next to scoreboard) • Portable grandstand • 2 storey pavilion – cricket club only uses the home and away change rooms • Shipping container used by cricket club as social facilities • Public toilet block
Condition of facilities	<ul style="list-style-type: none"> • Playing surface is in good condition • Cricket nets are in good condition and have recently been upgraded • Away change rooms in pavilion are in very poor condition – cricket could potentially utilise the proposed multi-sport change facility • Shipping container is in fair condition, but provides a lockable space for storage of equipment • Public toilet block is in poor condition
Other use of site or buildings	Ground is used by school students periodically.
User plans for site	<ul style="list-style-type: none"> • Storage for maintenance equipment • Somewhere to display club memorabilia
Challenges	Long term sustainability given that there is only one senior since (A grade) and no juniors (junior cricketers currently play in other towns)
Opportunities	Cricket club could potentially use the proposed new change room pavilion and display its memorabilia in that building.
Assessment of adequacy and future uses	<ul style="list-style-type: none"> • Cricket club needs adequate storage space for rollers, etc • Cricket club needs somewhere to display its memorabilia. • Existing toilet near pavilion needs to be upgraded • Change rooms for away team and umpire change rooms are inadequate and need to be improved.

Netball



User groups	Wycheproof-Narraport Football Netball Club
Competitions / activities	Netball – A, B, C, U16A and U13A
Usage days / times	Games – every second Saturday from April to September between 9am and 4pm. Training – Tuesday to Thursday from 5pm to 7.30pm.
Number of participants	60
League / association / region	North Central Netball Association.
Governance	Committee of Management
Facilities	<ul style="list-style-type: none"> • 2 netball courts with training level lights • Basic clubhouse featuring 1 toilet and 2 showers but no change area; storage area.
Condition of facilities	<ul style="list-style-type: none"> • Although the netball pavilion is in good condition, it is insufficient in size for netball teams to use as a change facility and does not have disabled access into the building, nor do its doors meet regulation width. There are not emergency services provided in the building and asbestos is present (as per report from 2019) • Second netball court does not meet regulation size.
Other use of site or buildings	None
User plans for site	<ul style="list-style-type: none"> • New netball court with lighting and shelters • New change facilities (this is the number one priority for the football club too).
Challenges	Potential football club merger could impact long term future of the netball club.
Opportunities	A new change room would enable netballers to change and shower after games and would enable people of all abilities to utilise the building. This building could be shared with hockey, football, bowls and croquet.
Assessment of adequacy and future uses	<ul style="list-style-type: none"> • New netball court with player shelter, spectator shelter and lighting required • Change rooms required

Lawn bowls



User groups	Wycheproof Bowls Club
Competitions / activities	<p>Midweek Pennant (1 Grade), Saturday Pennant (2 Grades), Tournaments x 4. 1 two day. 3 one day. Night Pennant (Barefoot Bowls). Have also run bowls for school students in recent years before Covid.</p> <p>Hoping to introduce Pre-season 9s - a competition before pennant begins for beginners and experienced alike, run by Bowls Victoria.</p>
Usage days / times	<p>Generally Tuesdays and Wednesdays: 1pm-6pm. Thursdays for women's club events on an occasional basis. Friday afternoon for pennant practice and men's events. Saturday afternoon 1pm-6pm pennant. Sunday 10am-6pm club events, from October through to mid-April. Wednesday afternoons all year round.</p> <p>Official training 3pm – 8pm Fridays. Many people may train any time of the day, any day of the week.</p>
Number of participants	A total of 60 players made up of 5 junior females, 5 junior males, 9 senior females and 40 senior males. The club expects membership levels to remain the same over the next 5 years. It uses the support of 20 volunteers.
League / association / region	North Central Bowls Division - Wimmera Region
Governance	Committee of Management incorporating a President, Secretary and Treasurer. 5-person committee, plus a separate 5-person Match Committee. Meetings held monthly.
Facilities	<ul style="list-style-type: none"> The basic clubhouse has a fibro exterior and has been restumped. It can seat 80 persons at tables for meals. There is a new kitchen and a basic bar (indoor, outdoor service, fridges, sink), very small office not sufficient

	<p>for today's digitised environment. Male and female toilets (changeroom), no showers, no disabled cubicles -there is disabled access ramps to both.</p> <ul style="list-style-type: none"> • There are two grass greens of 7 rinks each, serviced by a new automated water delivery system. Water is sourced from a combination of Charles Street reservoir, GWM pipeline and town water supply for garden surrounds. • There are new 'manual' scoreboards for each of 14 rinks • Each green has shelter at both ends. 3 of 4 existing shelter structures are to be replaced when possible. One will be replaced this year using club funds and volunteer labour. • Both greens are lit by 40-year-old floodlights which are sufficient for Barefoot Bowls but insufficient for any serious competition. • The greens are surrounded on 2 sides with garden, and all round by grassed areas, all needing volunteer labour.
<p>Condition of facilities</p>	<ul style="list-style-type: none"> • The bowls club pavilion is in good condition, however there is no accessible toilet and the ramp is non-compliant. Doors do not meet regulation width and no emergency lighting or signage is provided. Asbestos is present. • The grass greens are in excellent condition • The old greens are serviced by a fragile overhead sprinkler system that will need renewal over the next few years - both the sprinkler piping and system itself, and the infrastructure that supports the overheads. • 40-year-old flood lights provide lighting for the greens – these will need to be replaced in the near future.
<p>Other use of site or buildings</p>	<p>The building has occasionally been hired or donated for the purpose of wakes. League and Regional officials regularly run division, regional or intra-regional events on the greens and have full access to the building. Christmas parties by various organisations, football club wind-ups, birthdays etc. etc. Wyche P12 College.</p>
<p>User plans for site</p>	<p>Bowls club:</p> <ul style="list-style-type: none"> • At least one synthetic bowls green • Could potentially develop a shared clubhouse used by bowls, croquet, netball, football and hockey. • Need disabled toilets (people with disabilities can access the greens, but there are no accessible toilets).

	<ul style="list-style-type: none"> • Need a functional office space. The current office is about 3 x 5m. It has 2 benches and 3 filing cabinets in it and is near full before a five-member match committee enters. There is no space for a secretary and the equipment that person needs to operate in the new digitised environment. • The outdoor recreational area could be improved – it is functional but basic. <p>WRRR:</p> <ul style="list-style-type: none"> • All entrances and fencing on the perimeter other than the entrance off Charles Street need renewing. • The oval perimeter could be bitumenised ideally, with guttering and footpaths. • Improve and upgrade car parking (there have been several minor incidents involving cars) • Showground sheds / pavilions and loading ramp are in a poor state or repair and should be removed to provide areas for parking, playgrounds, outdoor recreation and entertainment areas. • Develop parklands and watered grassed • Install directional signage on Calder Highway. • Review the structural integrity and compliance with Occupational Health and Safety regulations of the old football pavilion, kiosk, toilet block, scoreboard, time-keepers box and power poles • Inspect the integrity of the west bank of the reservoir
Challenges	<ul style="list-style-type: none"> • The volunteer labour that is required to maintain the bowls green is increasingly difficult to manage with the pool of willing able people gradually decreasing. • Sustaining or growing membership as half of the members are over 70 and 12 of these are over 80 years of age. • Maintaining viability financially. • Getting people to take on administrative roles. • Funding the improvements and maintenance required now and into the future. <p>Need support with growing membership, volunteer labour and grants.</p>
Opportunities	<ul style="list-style-type: none"> • Development of a shared clubhouse with netball, hockey and croquet

	<ul style="list-style-type: none"> • Development of at least one synthetic bowls green
<p>Assessment of adequacy and future uses</p>	<p>Needs accessible toilets and a larger office – these could be provided in the proposed new multi-sport change facility Ideally club would like a synthetic lawn bowls pitch with lighting and new player shelters.</p>

Croquet



User groups	Wycheproof Croquet Club Inc
Competitions / activities	Social Games held Wednesday and Saturday. As members gain experience and skill, the club hopefully will join in with the Murray Valley CA Inc on their Social and Pennant events.
Usage days / times	<ul style="list-style-type: none"> • Summer: 10 am Wednesday and Saturday • The rest of the year: 1.30pm Wednesday and Saturday • Practice: any time
Number of participants	19 players in total (13 females and 6 males) with another 4-5 casual attendees. The Wycheproof P12 College has had its Senior Students play croquet for their end of year activities. Hoping to encourage the college to participate more in the future. Hoping to increase membership over the next 5 years.
League / association / region	Murray Valley Croquet Association Inc. and Victorian Croquet Association Inc
Governance	As per the Victorian Croquet Association requirements, the club has a President, Secretary and Treasurer and all members are on the committee. The club meets as required and discusses all business and future events and opportunities. AGM 30 th June 2021
Facilities	<ul style="list-style-type: none"> • The clubroom was transported from Berrillock many years ago. It is a single cement sheet (possibly Asbestos) construction, with cabinets for storage, sink (cold water only) and external unisex toilet. There is no disability access to toilets or club room.

	<ul style="list-style-type: none"> Storage shed is attached to the fence and to the pergola and currently in urgent need of replacement. 2 x B grade croquet courts and 4 players' shelters with seats. Lawns have watering system electronically controlled Lighting not usable at current time.
Condition of facilities	<ul style="list-style-type: none"> The croquet pavilion is in fair condition. It does not have an accessible toilet, there is no ramp into the building, doorways are not to regulation width, no emergency services are provided and there is asbestos in the building. Storage shed is in very poor condition
Other use of site or buildings	<p>Size and condition of building limits it use to other groups, however, have had the following groups utilise the facilities for school events, Christmas breakups, etc:</p> <ul style="list-style-type: none"> Wycheproof P12 College Wycheproof Community Resource Centre the Red Hatters Group
User plans for site	<ul style="list-style-type: none"> Replacement of storage shed with a new shed that has a covered veranda with shade for viewing. Better access to the toilet and club rooms for people with mobility issues. Lighting of the croquet courts to enable evening games during the heat of summer and cater for those who work during the daytime. Improvement to the fence line or promotion on the fence to allow people to see that croquet and bowls are located at the reserve. Perhaps a shared facility for netball, bowls, hockey and croquet with space for each club to store its equipment Development of one of the courts to A Grade standard
Challenges	<ul style="list-style-type: none"> The club provides equipment for those members or visitors who do not have the equipment. The club's biggest issue is replacement of storage shed and accessibility to the club rooms and toilet. Need financial support for these works.
Opportunities	<ul style="list-style-type: none"> Improved lighting would allow the club to provide night-time games and to grow.

Assessment of adequacy and future uses	<p>Club needs an upgraded clubhouse with hot and cold water, storage, lighting of the croquet court, disabled toilet and sheltered area for participants.</p> <p>The upgrade of one of the courts to A Grade standard would enable members to play and host games of a higher skill level.</p>
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Tennis



User groups	Wycheproof & District Lawn Tennis Club
Competitions / activities	<ul style="list-style-type: none"> • March Labour Day Tournament – A grade, B grade, C grade and 17 & Under (mixed gender competition) • No tennis in 2020 • Friday night competition over 2020-21. 40-50 people. Free with BBQ. Emphasis on fun. Mixture of serious and social. • 2021 have a coach coming from Swan Hill on Sunday afternoons for juniors. • Normally run Hot Shots – not sure about this year. • Private tennis coaching for adults on Sundays.
Usage days / times	<ul style="list-style-type: none"> • Social tennis on Friday nights from 6pm • Junior tennis coaching – 6-week course planned for Sundays in October • Casual use of hard courts by locals and visitors most days • Hard courts are lined for hockey as well if grass is too wet.
Number of participants	70 players
League / association / region	North Central Tennis Association League
Governance	Committee of Management – president, secretary, treasurer, member protection officer and tournament director
Facilities	<ul style="list-style-type: none"> • 14 grass courts • 2 hard courts • Coin operated lights • BBQ (coin operated in-built) • Shade sails (put up each year) • Pavilion that includes showers and toilets (in okay condition), office (with no shelving), kitchenette with 2 fridges and a freezer, but

	<p>no stove (not needed by the club), air conditioning and fans, tables and chairs</p> <ul style="list-style-type: none"> • Seating around tennis courts
Condition of facilities	<ul style="list-style-type: none"> • Pavilion upgraded approximately 20 years ago. Although it is in generally good condition, it has a large crack in the wall. • Tennis courts are in adequate condition • Lighting is brand new on courts • Seating around tennis courts (railway sleepers) need to be replaced
Other use of site or buildings	Occasionally used for private functions.
User plans for site	<ul style="list-style-type: none"> • New lights have been installed recently • Need a new storage shed for ride on mower, old fridges, wheelbarrows, line marker, paint, etc. • Club would support development of a shared facility with golf and racing. Club would need view of courts and improved car parking
Challenges	<ul style="list-style-type: none"> • Costs a fortune to repair and replace equipment. Cost of a new mower (\$50-\$60k). Have just bought a second hand one • Would love someone to maintain courts – tennis club would be happy to contribute to costs • Channel bank behind tennis court may impact position of a new shared building unless altered.
Opportunities	<ul style="list-style-type: none"> • Would like Shire to employ a green keeper and share the mower • New lights will provide an opportunity to increase both competition and casual tennis during the early evening. • A small amount of income may be able to be generated from caravan park visitors wishing to play casual tennis. \$5 green fee for lawn courts. Hard courts are free. Coin operated lights \$1 for 15 minutes. • Support new building
Assessment of adequacy and future uses	<ul style="list-style-type: none"> • Tennis club would benefit from a new multi-used shared pavilion with golf and racing clubs • A new storage shed is also required.

Golf



User groups	Wycheproof Golf Club
Competitions / activities	Men's and Women's golf competition and tournaments
Usage days / times	The golf course is open each day between April and October each year for community members and visitors to play golf. Competition days are Saturdays or Sundays 11am to 7pm, or Wednesdays 11am to 6pm
Number of participants	40 in total, made up of 12 senior female players and 28 senior male players. 40 volunteers to support the club. Expect membership to remain the same over the next 5 years.
League / association / region	Kara Kara Golf Association
Governance	The Golf Club is managed by a committee that meets on the fourth Sunday of each month. The AGM is open to the public and usually held at the end of March.
Facilities	Weatherboard and metal clad building. Building needs some updating i.e. paint and stumps. Access is good with ramps and double doors to two entrances. Licensed club 140 patrons seating for 80 to 140. Modern kitchen facilities (new condition).

	<p>Male and female changerooms each with 3 toilet and one shower, in need of repair and updating. One disabled toilet needs updating for compliance.</p> <p>Golf course irrigation system. Golf course layout is 18 holes with sand-scrapes, two outdoor toilets. Shedding includes storage and groundkeeper's shed.</p>
Condition of facilities	<p>The pavilion is in good to fair condition, however it has experienced significant movement and sagging of the frame. It needs to be restumped. The existing ramp is non-compliant, the disabled toilet is non-compliant, and most doorways are not constructed to regulation size. There are no emergency signs or lighting. Asbestos may be present (not conclusive).</p>
Other use of site or buildings	<p>Club is co-located with Mt Wycheproof Racing Club and facilities shared during race day. New angling club could potentially use this building.</p> <p>Club house is hired out to community groups and community members for community events and family occasions including weddings, Anniversaries, funerals, meetings and workshops. Regularly used by Wycheproof P-12 College for events, other groups as required i.e. Wycheproof Drop In Centre regional meeting.</p>
User plans for site	<p>Upgrade of changeroom facilities including toilet shower and disabled toilet an urgent priority for the club. Paving upgrade at east entrance as water lies in this area.</p> <p>Other desired improvements to the Recreation and Racecourse Reserve include:</p> <ul style="list-style-type: none"> • A children's playgroup at the reserve area near the football ground. • Improve walking path between the football ground to link the caravan park and golf course.
Key challenges	<ul style="list-style-type: none"> • Maintaining membership level. • Water quality inside the building.
Opportunities	<p>The golf club could be part of a tourist trail attracting visitors to the area.</p>
Assessment of adequacy and future uses	<ul style="list-style-type: none"> • Need to upgrade toilets and change facilities to meet the needs of golfers and jockeys. This should be undertaken as a high priority. However, in the long term, consideration should be given to establishing the feasibility of developing a new multi-

	<p>purpose facility shared between golf, racing tennis and other organisations such as the Angling Club. It could also feature a large community gathering space suitable for events such as weddings, conferences, etc.</p> <ul style="list-style-type: none">• If a new building is not supported, the existing building needs restumping and paving on the east entrance to enable water to better drain away.
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Horse racing



User groups	Mt Wycheproof & District Racing Club
Competitions / activities	Horse racing – one event with up to 7 races annually.
Usage days / times	Race day in 2021 is 30 October (Derby Day)
Number of participants	21 volunteers. Other participants include jockeys and race officials. Expect that volunteer numbers will remain the same in the next five years.
Governance	The race club is governed by a committee of management which features a president, secretary / treasurer, vice president and 18 ordinary committee members.
Facilities	<ul style="list-style-type: none"> • Turf racecourse • Kiosk • Bar and cool room • TAB room (also used for committee meetings) • Toilets • Jockeys use the toilets attached to the golf club.
Condition of facilities	The existing buildings are in good condition but are not DDA compliant, no emergency lighting or signage is provided and there is evidence of asbestos (not conclusive)
Other use of site or buildings	None

User plans for site	<ul style="list-style-type: none"> • Would like to upgrade the toilet and change room at the golf club for jockeys. • Regularly have to aerate, spray, re-seed and spread sand on the horse racing track.
Challenges	Lack of young volunteers
Opportunities	Have \$30k from Racing Victoria to contribute to the upgrade of toilet and change facilities in the golf club pavilion.
Assessment of adequacy and future uses	Toilet and change facilities are needed for jockeys. Options include an extension to the golf club building (preferred option in the short term); the development of a new shared facility with golf and tennis; the construction of a separate building comprising change rooms (could be a modular building); or purchasing / hiring a trailer that incorporates toilets and showers for jockeys (which, if purchased, could then be hired to other towns in the Shire for their race day events).

Hockey



User groups	Wycheproof Hockey Club
Competitions / activities	Hockey Seniors men's and women's, U15 mixed, U13 mixed and Minkey mixed
Usage days / times	Games are held on site every second Saturday from April to September from 9am to 5.30pm Training Tuesday and Thursday nights for seniors (5pm-7pm); and Wednesday nights for Minkey, U15 and U13 (3.30pm-5.30pm).
Number of participants	90
League / association / region	North Central Hockey Association
Governance	Committee of Management
Facilities	<ul style="list-style-type: none"> Grassed playing surface with lights Shipping containers with verandas attached - utilised for storage and as a very basic kitchenette Player shelters Portable goals Nearby public toilet block
Condition of facilities	<ul style="list-style-type: none"> Although the shipping containers are structurally sound, they are not to the standard of a club room expected for clubs participating in the North Central Hockey Association. They are not DDA compliant and have no emergency services provided. Hockey field surface needs to be upgraded. External toilet block is in good condition but does not provide any DDA compliant toilets. There is evidence of asbestos (not conclusive)
Other use of site or buildings	No other uses
User plans for site	The club would ideally like the development of change facilities, a small social space and storage.
Challenges	<ul style="list-style-type: none"> The location of the hockey facility some distance makes it challenging to share a new multi-purpose facility.

	<ul style="list-style-type: none"> • The potential amalgamation of the football club will also have a flow on effect to the hockey club as it is currently part of the North Central Football Netball League competition. • Lighting upgrade going through in October
Opportunities	There is an opportunity to develop a shared multi-purpose facility at the recreation reserve that can be shared with hockey.
Assessment of adequacy and future uses	<p>There are no change facilities or toilets available next to the hockey field. Players use nearby public toilet block in very poor condition, the one toilet available in the netball change room (which is already shared by home and away netballers) or go over to the football pavilion on the other side of the oval and utilise the change rooms at the same time as footballers. None of these situations is desirable. Toilets, showers, basic clubroom facilities and storage need to be provided in order to enable hockey to deliver a quality activity and to grow.</p> <p>The proposed new multi-sport change facility will incorporate hockey change rooms, connected via a pathway and zebra crossing. However, there is also a need to remove existing shipping containers and to replace these with a basic storage unit with shelter and viewing areas attached next to the hockey field.</p>

Swimming pool



User groups	General community
Competitions / activities	General swimming, water aerobic classes, VICSWIM Summer Kidz program, private swimming lessons, toddler time program and morning swimming program.
Usage days / times	Opening hours: weekdays: 3pm-7pm; weekends, school holidays and public holidays: 2pm-7pm.
Number of participants	2,349 attendances in 2020-2021. Average attendance over the past 11 years is 4,448 per annum.
League / association / region	N/A
Governance	Managed by BSC following the guidelines set out by Life Saving Victoria, Royal Life Saving Society Australia and the Department of Health and Human Services.
Facilities	25 metre outdoor solar heated pool, toddler pool, kiosk and change room including ambulant/family change room
Condition of facilities	<ul style="list-style-type: none"> • New change rooms, kiosk, entryway including disability access and storage room were constructed in 2016, are in good condition, include emergency signage and lighting and have no asbestos. • Grassed area is under-utilised and seating is limited. • Vinyl membrane pool liner was installed in 2016
Other use of site or buildings	None
User plans for site	New lights will be installed soon
Challenges	<ul style="list-style-type: none"> • Limited Shade for supervising lifeguards. • Toddler pool is out of line of sight and visibility is impeded by high walls and seating, decreasing number of available staff leading to staff fatigue.

	<ul style="list-style-type: none"> Pool fence does not meet the ground near the hockey field
Opportunities	<ul style="list-style-type: none"> New lights will increase accessibility and participation in morning swimming programs. Utilising the lights for the extension of pool hours for twilight events may be possible pending a risk assessment of the site and event including fatigue management of the staff and refraction caused by lights. Changing the way that aquatic facilities are used, i.e. not just as a place for swimming lessons and lap swimming, but also as a community gathering space, supported by BBQs, water play, more shade, landscaping and events.
Maintenance of site	Council maintains all facilities
Assessment of adequacy and future uses	<ul style="list-style-type: none"> Need additional shade for pool lifeguards Need to purchase a pool blanket for the toddler pool to retain heat more effectively Need to reconstruct the fence between the pool and the hockey field so that it reaches the ground.

Agricultural show



User groups	Previously the Wycheproof Agricultural and Pastoral Society (dissolved in 2018 after holding 125 shows)
Competitions / activities	None now – previously used for agricultural shows
Usage days / times	No usage
Number of participants	None
League / association / region	N/A
Governance	Nil – committee has disbanded.
Facilities	A variety of sheds and pavilions around the Recreation Reserve, e.g. large shed near netball courts (ANA shed), poultry shed and sheep shed
Condition of facilities	<ul style="list-style-type: none"> • ANA shed – fair condition, not DDA compliant, no emergency signage or lighting, evidence of asbestos (not conclusive) • Poultry shed – fair condition, not DDA compliant, no emergency signage or lighting, evidence of asbestos (not conclusive) • Sheep shed – poor condition with structural steel showing significant rust deterioration, not DDA compliant, no emergency signage or lighting, evidence of asbestos (not conclusive)
Other use of site or buildings	None
User plans for site	Buloke Shire Council's wetland concept states that it wishes to refurbish the sheep shed as a BBQ area, shelter and storage.
Challenges	Some resistance expected to removal of sheds possible due to the fact that they have been part of the history of the agricultural show for a long period of time. Retaining sheds in their current condition without upgrades may result in safety issues for reserve users
Opportunities	Removal of facilities to open up the Recreation and Racecourse Reserve

	Potential to utilise photographs of these buildings on interpretive signage at the reserve and to use aspects of the sheds as items of public art or incorporated into new buildings.
Maintenance of site	No maintenance is being undertaken
Assessment of adequacy and future uses	<p>Pavilions are likely to continue to deteriorate into the future through lack of maintenance.</p> <p>The ANA Society shed between the netball area and sports oval provides a visual barrier between activities at the site and no future use has been identified for this building. It is also located where the new multi-purpose change facility is proposed to be located, so it should therefore be removed.</p> <p>No future use has been identified for the poultry pavilion and it is located on the space where a new netball court is proposed; hence it should be removed.</p> <p>Whilst the sheep shed would have created a great BBQ area, shelter and storage as per the wetlands concept plans, it is unfortunately not structurally sound enough for this purpose. However, any new picnic shelter could be renamed the sheep shed.</p>

Community and stakeholder engagement

A variety of community engagement sessions were held including:

- Phone calls with 17 user groups and key stakeholders
- 1 user group workshop with 17 attendees
- 2 Council staff workshop with 10 attendees in each
- 2 listening posts with 40 participants
- 1 user group survey filled out by 3 user groups
- 1 community survey filled out by 114 people (on behalf of 258 people)
- 1 meeting with Sport and Recreation Victoria and Regional Development Victoria staff (2 participants)

Key outcomes of the community and stakeholder engagement include:

Governance and management	<ul style="list-style-type: none"> • Improve governance of WRRR and ensure representation by all user groups. • Clarify roles and responsibilities of WRRR and Buloke Shire Council.
Accessibility	<ul style="list-style-type: none"> • Develop accessible toilets in the proposed new multi-sport change room facility and a changing places toilet at the reserve.
Movement and circulation	<ul style="list-style-type: none"> • Develop a pedestrian safe zone between football and netball facilities. • Close the entrance near the football pavilion and create a main entrance near the cricket nets. • Create new designated parking areas in key locations around the reserve. • Develop a fence solution between caravan park and sports oval to ensure entrance fees can be collected from spectators during football matches.
New active recreation opportunities	<ul style="list-style-type: none"> • Construct a community gym in the proposed new multi-sport change room facility. • Develop a nature-based play space. • Construct a pump track. • Construct outdoor fitness equipment. • Create an off-leash dog area.
Community / family gathering spaces	<ul style="list-style-type: none"> • Develop picnic and BBQ facilities with shelter.
New change facilities	<ul style="list-style-type: none"> • Develop a new multi-sport change room facility catering for netball, hockey, bowls, croquet and the away football team.
New or upgraded facilities	<ul style="list-style-type: none"> • Construct a synthetic bowls green with lights and player shelters. • Relocate croquet courts and install lights and shelter.

	<ul style="list-style-type: none"> • Upgrade change and toilet facilities at golf club for benefit of golf and race club and restump building or develop a new shared facility • Install new netball court, lights, player shelter and spectator shelter • Upgrade hockey playing surface • Provide more shade for pool lifeguards and install a blanket over this pool • Undertake the following works at the football pavilion / oval: <ul style="list-style-type: none"> ○ Install an electronic scoreboard ○ Install nets behind goal posts ○ Upgrade kitchen, bar and cool rooms ○ Upgrade entrance ramp ○ Upgrade public toilet near pavilion ○ Install shaded viewing area in front of pavilion ○ Develop a BBQ in the Green Mill area ○ Replace reserve ticket box ○ Construct a small, covered grandstand ○ Install new coaches' boxes ○ Resurface football oval
Walking and cycling	<ul style="list-style-type: none"> • Install walking / cycling paths to and around the reserve to connect facilities and spaces to one another
Arts, culture and events	<ul style="list-style-type: none"> • Develop a performance space • Install public art • Create spaces that accommodate events such as markets
Landscaping	<ul style="list-style-type: none"> • Plant more trees around the reserve
Signage and wayfinding	<ul style="list-style-type: none"> • Install signage to and within the reserve
Wetlands precinct	<ul style="list-style-type: none"> • Create connections to the wetlands precinct and support development of canoe launching ramp / fishing platform and swimming pontoon
Rationalisation	<ul style="list-style-type: none"> • Rationalise any buildings that no longer have a defined user or are in poor condition

Details of surveys, workshops and key stakeholder meetings are included in the Appendix.

Issues and opportunities

Issues

Ageing infrastructure

With the exception of the new swimming pool kiosk and change rooms, all of the built facilities at WRRR are showing signs of ageing. Whilst the majority are still functional, they do not necessarily meet the expectations of user groups in terms of condition; may contain asbestos; and may not meet various industry guidelines or standards.

The croquet clubrooms are in a very poor state of repair and need to be completely replaced. The netball change facilities are inadequate in terms of size (i.e. one toilet and two showers) and do not have disabled access to the building. Similarly, the bowls club building, although recently renovated, does not have a disabled toilet. Both the hockey club and cricket club utilise shipping containers. The ramp leading to the football pavilion does not meet DDA requirements and the away change rooms are in very poor condition. The tennis club building is showing signs of ageing and the golf club facility, which is also used by Mt Wycheproof & District Racing Club, needs improved toilet and change facilities for both golfers as well as for jockeys on race days.

Safety and risk management

From a safety and risk management perspective, there are several things that need to be improved at WRRR, including:

- Construction of a second netball court that meets regulations to reduce the risk of netballers injuring themselves due to insufficient run-off. The existing court does not meet regulations.
- Creation of a car free zone between the canteen located in the football pavilion and the netball courts. Currently children and cars share the same space on game days and training. This may require the closure of the entrance next to the football pavilion for traffic (other than emergency vehicles and delivery vehicles).
- Removal of any buildings on site that are no longer structurally sound to reduce the chance of them falling down and injuring reserve users.

Governance

WRRR is located on Crown Land. Buloke Shire Council has been appointed by DELWP as the Committee of Management of the WRRR. The Shire has a tenancy agreement with all clubs other than golf and racing. It manages the swimming pool. The Shire also provides funding to football, netball, hockey, tennis, bowls and croquet clubs annually to assist with maintenance costs. In 2020, this figure was \$35,000.

Football, netball, hockey, tennis, bowls, croquet, golf and racing clubs are governed by their own committees of management. The cricket club operates informally without any form of committee. Wycheproof Alive provides governance for the caravan park and the swimming pool.

WRRR is governed by an Instrument of Delegation. However, feedback from user groups of the reserve and Council staff indicates that the WRRR is not currently meeting all of the requirements of the instrument, e.g. bi-monthly meetings and supplying Council with minutes from meetings and quarterly bank statements. There is a recognition by user groups that better adherence to the Instrument of Delegation or an improved governance structure would be useful as it would enable clubs to better work together to implement the recommendations contained within the master plan and advocate for / address any other issues and opportunities. It is also recognised that the reserve is large and the responsibility of managing it may be beyond the desire or ability of local residents.

Possible governance structures to consider include:

Model	Details
<i>Instrument of delegation (existing structure)</i>	<ul style="list-style-type: none"> • The instrument of delegation was introduced by Buloke Shire Council in 2020 • The instrument empowers the Community Asset Committee (comprised of user groups of WRRR) to manage and maintain WRRR (in accordance with Council's asset management maintenance requirements) • The committee can enter into contracts of up to \$30k to maintain assets • The committee is required to meet bi-monthly and submit minutes of meetings to Council • The committee is required to provide Council with quarterly bank statements, a list of small plant and equipment purchased annually, a report of its activities and performance (if requested), facility upgrade plans annually, a report on any hazards / risks and a report on community views. • The committee cannot borrow money without a resolution from Council • This model requires a commitment from user groups to drive committee meetings and to attend meetings • This model requires active management by Council officers to ensure that the committee is meeting its obligations. • Verdict – this model theoretically would work well, providing there are enough local residents willing to actively participate in the Community Asset Committee.

Model	Details
<i>Incorporated committee of management</i>	<ul style="list-style-type: none"> • An incorporated group becomes a legal entity and can enter contracts in its own name and therefore borrow money, buy equipment, accept gifts / bequests, buy and sell property, open a bank account, sue and be sued • Members and office bearers of an incorporated organisations are protected against personal liability for the organisation's debts • Incorporated organisations must be not-for-profit and need to have at least 5 members • The Associations Incorporation Reform Act has a number of requirements concerned with accounting, audit and annual reporting requirements that need to be met • The organisation needs to abide by its constitution and dispute resolution procedures. • An incorporated body could employ staff to manage the reserve on their behalf and to reduce the volunteer burden. • Verdict - this model theoretically would work well, providing there are enough local residents willing to actively participate in an incorporated committee of management.
<i>Community co-operative</i>	<ul style="list-style-type: none"> • A co-operative is a democratic organisation, owned and controlled by its members for a common benefit. • Members of a co-operative can benefit from economies of scale through the combined purchasing, distribution or marketing power or influence of the group. They share in the group's investment and operational risks and losses, as well as its benefits. • Unlike private companies, co-operatives do not have a limit on membership numbers. Their 'one member, one vote' system also differs from public companies, where voting rights are linked to share ownership. • A non-distributing co-operative (formerly known as a 'non-trading' co-operative) will use surplus funds to support its activities. Funds are not distributed to members. Non-distributing co-operatives are likely to be more appropriate for a community organisation. • A non-distributing co-operative must also have at least five active members. It can have share capital, but this is optional. If the co-operative is wound up, members can only get back, at most, the original value of their shares in the co-operative's capital. • Verdict – a co-operative is unlikely to be the most appropriate model as this type of organisation is better situated to community assets or enterprises

Model Details	
	that locals invest in and which generate funds, e.g. pubs or general stores.
<i>Company limited by guarantee</i>	<ul style="list-style-type: none"> • A company is a separate legal entity and has at least one shareholder (owner) and one director (who runs the business). • A company could employ staff to manage the reserve on their behalf and to reduce the volunteer burden. • Income and losses belong to the company. • Companies can employ staff. • The business name needs to be registered. • Business needs to register for GST if it has a turnover of \$75k or more in its first year. • Verdict – the WRRR may be unlikely to generate sufficient revenue to attract a private company to operate the facility.
<i>Contractor with paid staff</i>	<ul style="list-style-type: none"> • A local not for profit organisation or a business could potentially be contracted by Buloke Shire Council to locate themselves at WRRR and employ a part time person (or add additional hours to an existing staff member's time) to manage the facility. • Contractor may be provided with low cost or free rent in return for their management requirements, e.g. taking bookings, organising cleaning, etc. •

It is expected that the new governance structure for WRRR will incorporate an annual meeting between representatives of user groups and Buloke Shire Council staff prior to budget preparations each year to reconfirm priorities. Ideally agreed projects will also be incorporated into Council's capital works plan.

Roles and responsibilities

To ensure that facilities are maintained effectively, and their lifespan maximised, it is important to firstly understand who is responsible, and secondly to budget for and schedule in regular maintenance.

The maintenance program will need to consider:

- Safety – ensuring that components are maintained to ensure health and safety of all users
- Cleaning – ensuring that components are kept in hygienic conditions
- Facility Performance – ensuring that all components of the facility are maintained so that they can operate as they are intended to
- Resource Protection – ensuring that components are protected from weather, deterioration and vandalism

- Responsiveness – ensuring that any issues identified are dealt with as soon as possible.

The following table demonstrates who is responsible for what at WRRR:

Task	Buloke Shire	User group
Internal roadways	✓	
Internal pathways	✓	
Directional, wayfinding, warning, interpretive and compliance signage both within and outside the reserve	✓	
Club signage and sponsorship signage (once permits and approvals from Council are received)		✓
Carpark and bike parks	✓	
Reserve fencing, gates and bollards	✓	
General landscaping, tree maintenance and weed control (outside boundaries of sports clubs)	✓	
Playing surfaces including turf wickets and line marking	Pool only	✓
Goals and goal posts		✓
Player shelters and seats		✓
Ticket boxes, timekeepers shed, etc		✓
Sports lighting	Pool only	✓
Lighting around the reserve (non sports lighting)	✓	
Play spaces	✓	
Pump track	✓	
Public BBQs, shelter and picnic facilities	✓	
Wetlands infrastructure	✓	
Public toilet maintenance – open 7 days per week	✓	
Cleaning inside of facilities, e.g sweeping, mopping, toilets, etc	Pool only	✓
Clean windows	Pool only	✓
Structural issues and internal fixtures, e.g. clean, maintain, inspect, repair and replace: air conditioning, fans, heaters, stumps, footings, roof, gutter, spouting, ceiling, floor, doors, walls, cupboards, benches, electrical fittings, external light globes, fly screens, security grills, roller doors, hot water systems,	✓	
Curtains, drapes and blinds		✓
Electrical appliances, e.g. ovens, dishwashers, etc		✓
Office equipment and shelving		✓
Telephone, internet, etc		✓
Storage sheds		✓
Furniture		✓
Keys and locks	✓	Replace lost keys
Security system		✓
Water tanks		✓

Task	Buloke Shire	User group
Litter	In general area	In sports area
Removal of general waste and recycling from the site (in bins supplied by Council)	✓	
Installation of smoke detectors	✓	
Replace batteries in fire alarms	✓	
Minor maintenance, e.g. replacement of internal light globes		✓
Emergency exits	✓	
Fire protection, e.g. fire extinguishers, fire hoses, hydrants, etc	✓	
Painting interior and exterior of facilities	As per programmed maintenance schedule	
Replacing carpet		✓
Replacing solar panels		✓
Removal of graffiti	✓	
Repairing broken window	External glass breakages and pool	Internal glass breakages
Pest control		✓
Retaining walls and outdoor steps	✓	
Asbestos auditing	✓	
Electrical wiring	✓ - carried out by Council licensed electrician	New wiring at club's own expense (unless Statutory obligation)
Plumbing, drainage and toilets	✓ - carried out by Council licensed plumber	New plumbing at club's own expense (unless Statutory obligation)
Grease traps, exhaust fans, flues and filters		✓

Rationalisation

There are a number of structures located at WRRR that are no longer utilised, e.g. showground pavilions, the old football pavilion and the old kiosk / bar. There are others that do not adequately address the needs of users, e.g. football away change rooms, netball facility, croquet facility, hockey facility and cricket shipping container. Some of these structures are potentially structurally unsound or would cost

a significant amount of money to renew. Some are poorly located and block views over the reserve or are located approximately where new infrastructure could be developed that would better meet the needs of reserve users. However, it is important to note that some of these structures have historical or personal significance to a number of people in the community.

Where there is no identified future use of the structure, or if it is too costly to repair, or if it impacts other potential developments at the reserve because of its location, consideration should be given to relocating the structure (if possible) or demolishing it. If it is agreed to demolish the structure, then some of its materials (e.g. bricks, signs, etc) should be incorporated into new developments of the reserve. It may also be appropriate to install interpretive signage with historical photographs depicting the structures when they were in use.

Volunteers

Volunteers are critical to the operation of clubs and organisations at WRRR. Buloke Shire has an extremely high rate of volunteering compared with Victoria; however, the existing volunteer pool is ageing and there does not appear to be many people available to replace these volunteers (many of whom are in their 70's and 80's).

In order to attract more volunteers, it may be necessary to advertise for volunteers; tap people on the shoulder and ask them to volunteer; develop partnerships with organisations such as schools and older adults' groups to source volunteers; provide training for volunteers; and reward volunteers for their service. Alternatively, it may be necessary to implement initiatives that reduce the amount of volunteer time required (e.g. install a synthetic bowls green); package volunteering opportunities into short time-specific projects; or look at new ways of operating (e.g. paid groundskeeper).

Parking and signage

There is currently a lack of parking around the reserve and very few signs either directing people to the reserve from the Calder Highway or within the reserve. New parking areas need to be established near the proposed new multi-sport change room facility and near the wetlands area. However, care needs to be provided to ensure that the amount of space provided to parking is not disproportionate to the amount of open space at the site. Some on-road parking may be desirable as opposed to locking up large tracts of open space in the reserve for parking. Directional signage from the Calder Highway and wayfinding signage within the reserve also needs to be installed.

Opportunities

Increase usage

The proposed development of a wetlands area on site, accompanied by a fishing platform / canoe launching pad, swimming platform, paths and facilities for picnics

and BBQs will greatly enhance opportunities for physical activity and connections at WRRR by local residents. The addition of outdoor fitness equipment, and multi-purpose spaces suitable for performances, festivals, markets or activities such as bocce and bootcamp will also encourage increased level of usage of the site.

There was extremely strong demand from the community for a play space at the reserve and a high level of interest in family friendly activities and spaces such as a pump track and a skate park. A fenced off-leash dog park was also identified as a desirable feature of the space.

These proposed facility developments will potentially generate some local tourism and encourage people travelling along the Calder Highway to stop and have a break and utilise the passive recreation opportunities available. They will also provide added attractions for people staying in the caravan park and may act as an incentive for people to stay longer or decide to stay in Wycheproof for the night rather than travelling to another location, thereby generating additional revenue for the town.

It is expected that the new lighting of the tennis courts, the sports oval and the swimming pool will provide increased usage of these facilities for twilight training, events and competitions or for early morning activities (e.g. lap swimming). Given the high temperatures experienced by Wycheproof over the summer months, the opportunity to take part in physical activities early in the morning or in the early evening has the potential to increase usage of facilities at the reserve.

Thought should also be given to how both existing and new facilities can encourage greater sporting or active recreational use, e.g.

- sports oval could be used for touch football, AFL 7's or small sided soccer games (males, females or mixed)
- netball courts could also be used for Rock Up Netball, Netacise, hard court tennis, basketball, hockey practice, roller blading, learning to ride a bike or learning to ride a motorised scooter
- paths could be used for walking groups and dog walking groups
- the whole site could accommodate fun runs, triathlons or mini marathons, incorporating Mount Wycheproof
- additional activities such as cardio tennis could take place at the tennis club
- the golf club could incorporate frisbee golf, a mini golf course and a driving range
- pavilions could be used more extensively for community events, meetings and celebrations, etc.

Facility improvements

Given that the majority of built facilities at WRRR are in poor to fair condition and do not adequately meet the needs of all user groups, there is an opportunity to develop a new multi-sport change facility that incorporates the following:

- Home and away change rooms for netballers, hockey players, bowlers and croquet players
- Change rooms for visiting football team
- Umpire change facilities (for both males and females)
- Small social room for bowls and croquet clubs
- Kitchenette and bar
- Office / meeting room
- First aid room
- Community gym
- Accessible public toilets including a baby change area
- Utility / cleaner's room
- Storage space.

This facility should be positioned in close proximity to the existing netball courts, bowls green, croquet green and hockey field. Given the desire by bowls to develop a synthetic bowling green and the desire of netball to develop a new tennis court, there is an opportunity to consider where these new playing surface could be located to maximise access to a new multi-purpose pavilion. Paths should also enable a connection from this pavilion to other facilities and spaces within the reserve.

In addition to a new multi-sport change facility, the following facility developments or upgrades are desired by user groups:

- a new synthetic bowls green
- a new netball court
- improved access, lighting and shaded viewing for croquet courts and conversion of one of the croquet rinks into an A Grade facility
- upgraded toilet and change facilities at the golf club for golfers, jockeys and other facility hirers
- various upgrades to improve football playing surface, infrastructure and pavilion
- hockey field playing surface upgrade and development of basic storage and viewing area next to the fields
- additional shade for pool life guards and a pool blanket for the toddler pool
- walking and cycling paths
- a nature-based play space
- a pump track
- a skate park
- a fenced off-leash dog park
- outdoor fitness equipment
- picnic area, BBQ and shelters
- canoe launching ramp / fishing platform and swimming pontoon
- informal outdoor spaces for activities such as bocce and bootcamp
- event / performance space
- public art
- pedestrian safe zone
- new entrance and designated car parking
- signage
- landscaping.

There is an expectation that user groups will contribute financially and / or in-kind to any facility developments that directly impacts their sport or recreational activity. For generic developments, e.g. a new play space, Council will provide all or part of the funds required (potentially supported by external grants). Applications from user groups for facility developments will be guided by the priorities listed within this Master Plan.

Environmental sustainability

Environmentally sustainable features that currently exist at WRRR include the re-use of the town's storm water to irrigate the grass playing surfaces; the installation of inground and electronic watering systems on the sports oval, hockey field, one of the bowls greens and the croquet green; LED light installations; the provision of water tanks to capture additional storm water for use in pavilions; swimming pool blankets to retain the heat. New facility developments will enable a broad range of environmentally sustainable design features to potentially be incorporated into the site including:

- Use of recycled materials
- Use of locally sourced materials
- Installation of a synthetic bowls green
- Planting of drought tolerant grass
- Installation of solar panels supported by batteries
- Installation of dual flush toilets and low flow shower heads
- Use of passive heating and cooling, insulation, cross flow ventilation and access to natural light
- Capturing and reuse of rainwater and stormwater.

Accessibility

Ensuring that facilities are accessible for people of all abilities and designed according to universal design helps to create inclusive and welcoming places is a strong priority. Some accessibility gaps at WRRR include lack of accessible toilets in buildings around the sites (other than inside the football pavilion – and therefore only accessible when that building is open); lack of wheelchair access into the netball clubroom; a ramp that does not comply with DDA requirements leading to the second level of the football pavilion; and lack of accessible paths within the reserve.

The addition of a changing places toilet for people with profound disabilities should be considered as part of the new public toilet block proposed as part of the wetlands development. This facility will significantly increase participation by people with profound disabilities and their carers at the reserve as it will enable them to have a picnic, use the paths, view the wetlands, go fishing, attend a performance, take part in an event, etc, knowing that suitable toilet facilities are nearby. There are currently no other changing places facilities between Bendigo and Mildura (a

distance of 400km), hence such a facility would greatly enhance the ability for people with profound disabilities to be able to travel to Wycheproof and between Mildura, Bendigo and Melbourne.

Reduction in cost to deliver sport and active recreation

One of the major challenges for clubs is financial sustainability. Initiatives that reduce operational costs are important. A new multi-sport change facility will require a significant investment from all user groups initially, but once established, may be cheaper to operate than current facilities as items like ongoing utility service fees will be shared between user groups (as opposed to each club paying separate service fees). Similarly, the building will be designed to operate as cost effectively as possible through the use of solar panels and passive heating and cooling. Further, a new facility is unlikely to require the same level of maintenance as an older facility, hence there should be additional savings from a maintenance perspective.

Facility development requirements

To help guide Buloke Shire Council and to manage community expectations around facility standards, it is recommended that the following development guidelines are followed for a local level facility such as WRRR. This table has incorporated information from relevant state or national sporting associations.

Sport	Playing surface	Other infrastructure	Building requirements
Netball ⁷	<ul style="list-style-type: none"> Minimum of 2 courts Surface – acrylic resin, asphalt or sprung timber (for indoor) Can be multi-lined Lighting (100 lux for training or 200 lux for competition) Compliant goal posts with padding 	<ul style="list-style-type: none"> Fencing if required 2 Team benches per court 1 Official's bench per court 2 Team shelters per court (desirable) 1 Official's shelter per court Scoreboard (desirable) Spectator seating for 30-50 people per court (desirable) 	<ul style="list-style-type: none"> Amenities Change room First aid room Umpire change room and amenities Duty room (if required) Administration office Kiosk / kitchen (desirable) Social room (desirable) Storage Sound system (desirable)

⁷ Netball Victoria (2017) Facility Manual: <https://vic.netball.com.au/sites/vic/files/2020-01/NV-Facilities-Manual.pdf>

Sport	Playing surface	Other infrastructure	Building requirements
AFL Football ⁸	<ul style="list-style-type: none"> • Minimum of one sports oval • Irrigation system • Compliant goal posts • Lighting – minimum of 100 lux for local level competition or 50 lux for training 	<ul style="list-style-type: none"> • 1 Spectator shelter per court(desirable) • Car parking • Bike parking • 2 interchange benches / coaches boxes to seat 8 people • Umpire's / official's box to seat 3 people • Scoreboard • Car parking • Bike parking 	<ul style="list-style-type: none"> • Amenities • Change facilities for Kitchen and kiosk • Office / meeting room • External covered area • Public toilets • Social room • Time keeping / scorer's box • Umpire change rooms • Utility / cleaner's room • Doctor's room (optional) • First aid room (optional) • Massage / strapping room (optional) • Gymnasium(optional) • Venue management room for 3rd umpire / match referee (optional)
Hockey ⁹	<ul style="list-style-type: none"> • Minimum of one hockey pitch, preferably hybrid or water based synthetic • Irrigation system • Lighting – minimum of 250 lux 	<ul style="list-style-type: none"> • Dugouts for a minimum of 5 players and officials with storage space • Covered tech bench with seating space and table for 3 people • Scoreboard (desirable) 	<ul style="list-style-type: none"> • Amenities • Change rooms • Umpire change room and amenities • Duty room (if required) • Administration office • Kiosk / kitchen (desirable) • Social room (desirable) • Storage

⁸ AFL Preferred Facility Guidelines (2019) State, Regional, Local, School and Remote Facilities:

[http://www.aflcommunityclub.com.au/fileadmin/user_upload/Manage_Your_Club/Facilities/AFL_Venue_Guidelines_2019 - FINAL.pdf](http://www.aflcommunityclub.com.au/fileadmin/user_upload/Manage_Your_Club/Facilities/AFL_Venue_Guidelines_2019_-_FINAL.pdf)

⁹ Hockey Victoria. League Entry Criteria – Off Field (Club Management) Facilities Standards:

<https://cdn.revolutionise.com.au/cups/vichockey/files/qtzuzir8qfl6xpbj.pdf>

Sport	Playing surface	Other infrastructure	Building requirements
	<ul style="list-style-type: none"> Compliant goals 	<ul style="list-style-type: none"> Fencing (if required) Car parking Bike parking 	<ul style="list-style-type: none"> Sound system (desirable)
Tennis ¹⁰	<ul style="list-style-type: none"> 4-8 Courts (acrylic, natural clay / red porous, natural grass or synthetic filled surfaces) Net posts and winders Lighting – 250 lux for recreation and 350 lux for competition 	<ul style="list-style-type: none"> Fencing according to Australian Standard AS1725.2 Tennis Court Fencing Hitting wall Car parking Bike parking 	<ul style="list-style-type: none"> Amenities Change rooms Kiosk and kitchen Social space Accessible toilets Office Meeting space Storage space Shaded seating / viewing area
Bowls ¹¹	<ul style="list-style-type: none"> 2 bowling greens (turf or synthetic) Irrigation system Lighting 	<ul style="list-style-type: none"> Player shelters Player seats Fencing Car parking Storage shed 	<ul style="list-style-type: none"> Amenities Change rooms Kitchen Bar and cool room Social space Accessible toilets Office Meeting space Storage space Shaded seating / viewing area Cleaner's room
Croquet ¹²	<ul style="list-style-type: none"> A minimum of 1 turf court per 25 members (although 2 courts is preferred) Irrigation system 	<ul style="list-style-type: none"> Manual scoreboard Storage shed Combined seat / shelter for 6 people on each court 	<ul style="list-style-type: none"> Amenities Change rooms Kitchen Social space Meeting space Accessible toilets Office Storage

¹⁰ Tennis Victoria (2018) Tennis Infrastructure Planning. Planning, design and delivery resource: <https://www.tennis.com.au/wp-content/uploads/2019/03/215231959-Tennis-Infrastructure-Planning-Resource-FINAL-1.pdf>

¹¹ Bowls Australia (2015) Construction and refurbishment guidelines: <https://www.bowls.com.au/wp-content/uploads/2018/09/Club-Construction-Guidelines-Manual.pdf>

¹² Croquet Victoria (2019) Croquet Facility Guide: <https://croquetvic.asn.au/growing/Croquet-Facility-Guide-A4.PDF>

Sport	Playing surface	Other infrastructure	Building requirements
	<ul style="list-style-type: none"> • 150 lux lighting 	<ul style="list-style-type: none"> • Park / bench seating for spectators • Fencing • Car parking 	<ul style="list-style-type: none"> • Utility / cleaner's room
Golf ¹³	<ul style="list-style-type: none"> • 9-hole or 18-hole golf course • Irrigation system 	<ul style="list-style-type: none"> • Storage shed • Car parking 	<ul style="list-style-type: none"> • Amenities • Change rooms • Kitchen • Bar • Social space • Meeting space • Accessible toilets • Office • Storage • Utility / cleaner's room
Horse racing	<ul style="list-style-type: none"> • Horse racing track 	<ul style="list-style-type: none"> • Stables • Fencing around track • Fencing around facility • Storage • Race callers tower • Bookie facilities • Car and horse float parking 	<ul style="list-style-type: none"> • Amenities • Change rooms • Stewards room • Kitchen • Kiosk • Bar • Social space • Meeting space • Accessible toilets • Office • Storage • Utility / cleaner's room

Other features at local level facilities such as WRRR include internal roads, internal paths, emergency access, lighting, wayfinding signage and landscaping.

Partnership development

To some extent, users of the WRRR have been relatively self-contained and focussed on their own existing members / participants, leagues / associations, volunteers and sponsors. With the proposed upgrade of the WRRR and the development of wetlands, there may be opportunities to further expand partners to include:

- private sector, e.g. coffee van, market operators, event managers, canoe / stand up paddle board hire and Bendigo Bank
- the government sector in terms of funding or provision of resources, e.g. DELWP, Sport and Recreation Victoria and GWM Water

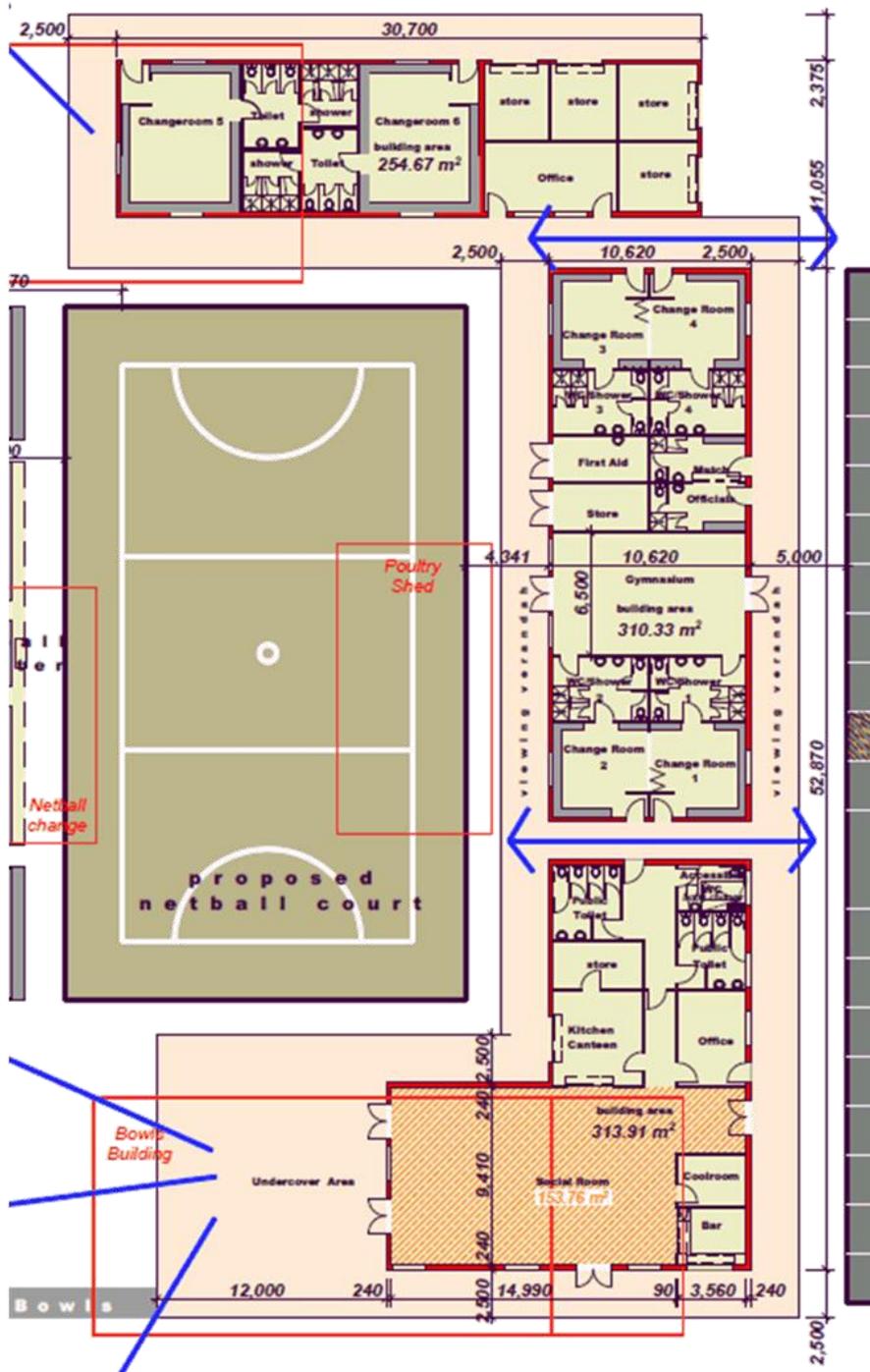
¹³ Victorian Golf Infrastructure and National Golf Facilities Guidelines are currently in the process of being developed

- local organisations such as schools, Wycheproof Community Resource Centre, East Wimmera Health Service and other community-based organisations.

The provision of a master plan agreed by all user groups will also provide an impetus for user groups to work more collectively together and to work in partnership with Buloke Shire Council and funding bodies to realise projects proposed within the master plan.

Concept plans

Multi-sport change facility



The proposed multi-sport change facility can be used by the following sports:

- Netball
- Football (away team)
- Hockey
- Croquet
- Bowls
- Cricket.

It is designed in three sections and has a veranda around the perimeter to enable undercover viewing by spectators. Ideally the entire three sections will be constructed at the same time, however, the design does allow for a staged approach if necessary, depending on what type of funding opportunities are available. Several existing buildings will need to be demolished to enable this facility to be constructed, i.e. ANA pavilion, poultry shed, bowls pavilion and netball pavilion.

The facility comprises of six change rooms. Each of these will be unisex in design (i.e. toilet and shower cubicles and no urinals as per relevant State Sporting Association design guidelines) and their use will be interchangeable, depending on what sports are playing at certain times. All facilities will be labelled as change facilities, but there will be a Perspex holder on the door of each change room and the appropriate labelling will be placed in this holder on the day, e.g. female netball home team, male hockey away team, etc.

A car park will be located on the eastern side of the facility, featuring two disabled car parks and a bollarded area for emergency vehicles.

Northern building

The northern section features two change rooms. Change room 5 could be used by the away football team on game day, and change room 6 could be partitioned down the middle and used by the home and away male hockey teams on game day. There will be a path constructed from change room 5 to enable the away football team to run directly onto the oval from the change room.

There is ample storage, accessed from external roll-a-doors in the northern building. There is also an office that can be used by all user groups but is most likely to be used by netball and hockey for storage of records, and by administrators and umpires from both of these sports on game day.

Central building

The central building comprises of two sets of change rooms. On game day, change room 3 would ideally be used by the away netball teams and change room 4 by the away female hockey teams. Change room 2 would be used by the home netball teams and change room 1 by the home female hockey teams. There is a first aid room with double doors (wide enough for an ambulance stretcher) next to the

netball court, a storeroom and male and female umpire change facilities. In the middle of this section there is a community gym. This gym will be used by community members via paid memberships. On non-game days, the two change rooms leading off the gym become a male change room and a female change room (whereas on game day they are used for home female netball and hockey teams).

Southern section

The southern section of the building will be most appealing to bowls and croquet. It features two sets of toilets, an accessible toilet with baby change facilities, a kitchen / canteen, an office, a cool room, a bar and a social space. There is a large undercover area which can be used to view both bowls and netball. An accessible path through an area landscaped with drought tolerant plantings will lead to the croquet lawns. A shelter and storage shed will be constructed at the northern end of the croquet lawns and the existing clubhouse and storage shed will be demolished.

Strategic business plan for multi-sport change room facility

The proposed multi-sport shared change room facility will have a significant impact on inclusion, equity and participation in physical activity by residents of the Wycheproof community and visiting communities.

Community needs

The proposed multi-sport shared change room will not only meet the needs of existing sports clubs at WRRR but will also provide much needed benefits to the broader community.

The construction of accessible toilets in the change facility, which can be accessed internally and externally, will enable people who use wheelchairs, walking frames and crutches to access toilet facilities on the eastern side of the oval. Currently the only 'accessible' toilet in the entire reserve is located in the football pavilion on the western side of the oval. However, this toilet no longer meets DDA regulations and is accessed by a ramp which does not meet DDA regulations. It is proposed that the new accessible toilets will feature baby change facilities – none of which are currently available at the reserve.

Although there is a gym at the school which has limited community access available, there are no privately owned gyms in town. The construction of a community gym in the shared change room also responds to community demand for greater access to gyms and exercise classes. It would also enable increased employment opportunities by local fitness instructors.

Demonstrated relationship of plan to local and regional plans and stakeholder planning

Buloke Shire Council's *Long-Term Community Vision and Council Plan 2021-2025* notes the following strategies of relevance:

- Maintain, develop and plan for viable, multi-use infrastructure and assets that respond to community needs and priorities.
- Enhance parks and public spaces so they are welcoming, safe and accessible to encourage active recreation and participation.
- Review built community assets and explore opportunities for shared facilities and resources.
- Improve accessibility to buildings and public facilities for all community members.
- Create and support opportunities that encourage community wellbeing, social connections and inclusion and active and healthy lifestyles.
- Offer/actively support a range of non-sport activities, events and leisure opportunities for residents of all ages including children and young people.

Wycheproof and District Local Community Plan (2018) specifically notes the following actions of relevance:

- Review built community assets and explore opportunities for shared facilities and resources.

- Create opportunities to build and strengthen social connections amongst residents.
- Offer a range of non-sport activities for residents of all ages e.g. night pool and school holiday activities.

Through the community engagement activities undertaken to develop the WRRR Master Plan, netball, football, hockey, bowls and croquet all noted the need for improved change facilities and a desire to share such facilities.

Proposed usage levels

The following table shows the proposed usage levels of the new multi-sport change room facility.

Winter:

Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Netball	Committee meetings once per month	Training 4pm – 7pm		Training 4pm – 7pm		Every 2 nd Sat from 9am-5pm	
Hockey	Committee meetings once per month Training 4pm – 7pm		Training 4pm – 7pm			Every 2 nd Sat from 9am-5pm	
Football						Every 2 nd Sat from 9am-5pm	
Croquet	Committee meetings once per month		1.30pm-5pm			1.30pm-5pm	
Gym / fitness classes	6am – 9pm	6am – 9pm	6am – 9pm	6am – 9pm	6am – 9pm	6am – 9pm	6am – 9pm
Private hire of social rooms							12pm-4pm once per month

Summer:

Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Bowls	1pm-6pm Committee meetings once per month	1pm-6pm	1pm-6pm	1pm-6pm	1pm-9pm	1pm-6pm	10am-6pm
Croquet	Committee meetings once per month		10am-4pm			10am-4pm	
Gym / fitness classes	6am – 9pm	6am – 9pm	6am – 9pm	6am – 9pm	6am – 9pm	6am – 9pm	6am – 9pm
Private hire of social rooms							12pm-4pm once per month

Additionally, there will be school use of the change facilities and regional sports clubs use periodically.

Impact on participation

The provision of new change rooms will help to increase participation in various sporting activities at WRRR. The addition of accessible toilets may encourage new members or volunteers with disabilities, mobility issues or incontinence issues to join bowls and croquet. Similarly, the provision of change rooms for hockey players, where there were previously none, or for netballers, where the existing change facility is inadequate and not accessible for people with disabilities, may encourage more people to take part in these sports as players, coaches and volunteers.

The addition of a community gym in the facility is likely to have a major impact on participation. Given that approximately 38.4% of Victorians aged over 15 years take part in gym related activities, we could reasonably expect to see participation figures of approximately 210 in Wycheproof in these activities. Even if only one quarter of this number joins the gym, that would equate to just over 50 local residents aged over 15 (from a base of 548 people) taking part in gym related activities.

Benefits of the development

The benefits of a multi-sport change room facility with a community gym, small social room, office space, storage space, kitchen, bar, accessible toilets and a changing places toilet include:

- A feeling of inclusion by all sports participants that their change facility needs are considered to be of high importance
- The ability to grow female and less mainstream sports due to the provision of suitable change facilities that meet regulations and community expectations

- The ability to offer a new physical activity opportunity (community gym) in Wycheproof
- Greater ability to take part in community life by people of all abilities
- The potential to enable local employment growth (i.e. fitness instructors) through the development of a community gym
- The potential to hold sporting carnivals or events due to quality and accessible change facilities – thereby contributing economically to the community.

Responds to current market demand

Proposed inclusions of the multi-sport change room facility clearly respond to current market demand for:

- Female friendly change facilities
- Accessible and inclusive toilet facilities
- Change rooms for less mainstream sports (e.g. hockey)
- Family friendly facilities including baby change areas
- Social meeting places for community members (achieved through small social facilities)
- Support for volunteers (achieved through office space and storage space)
- Health and safety (supported by a first aid room)
- Provision of facilities for active recreational activities (achieved through the provision of a community gym)
- Change rooms that meet community expectations and meet industry standards (i.e. football away change rooms to replace the very poor existing away change rooms).

Identifies management, governance and maintenance requirements

The proposed multi-sport change room facility will fall under the governance of the WRRR. It's day to day management (e.g. organising cleaning, booking the facility change rooms or social rooms, etc) will be undertaken by a representative of the governance committee in a voluntary capacity or a paid employee of the governance committee. A maintenance schedule will be prepared in partnership with Buloke Shire Council to spell out the rolls and responsibilities of each partner and the tasks required (and their frequency) to effectively maintain the facility in good condition.

Identifies actions to increase participation by under-represented groups

The proposed multi-sport change room facility is specifically designed for under-represented groups in the community (particularly women, older adults, people with disabilities and young people) in recognition that their needs have not been or have not been well met in the past.

The provision of accessible toilets and inclusive (yet modest) social facilities will help to create a welcoming and supportive environment for older adults and people with disabilities in the community.

Female participation, through the provision of female friendly change facilities and baby change facilities will be greatly improved. Young people, especially those who currently play hockey and who either have to get changed at home or have to

share change rooms with football players on the other side of the oval, will have access to safe change rooms in much closer proximity to the hockey field.

Identified opportunities to increase passive recreational use of the site

The provision of accessible toilets will enable local residents and visitors to the area to spend time at the reserve – playing at the proposed new play space; riding a scooter or bike on the proposed new pump track; walking around the new path network; swimming or fishing in the proposed new wetlands development; attending a performance or event; or enjoying a picnic or BBQ.

Identifies a series of prioritised actions supported by a strong evidence base

The development of a multi-sport change room facility is listed as one of the highest priorities at WRRR (refer to action plan in the master plan) and is supported by a strong evidence base through key stakeholder and community engagement.

Conceptual designs, layouts and drawings

Conceptual designs, layouts and drawings of the multi-sport change room facility and its position at WRRR are included as part of the master plan.

Operational and financial sustainability

The following assumptions have been developed in order to develop an understanding of potential income and expenditure of the proposed new multi-sport change room facility:

Income

- User group fees - bowls, croquet, netball, football and hockey annual usage fee - \$500 each = \$2,500
- Buloke Shire contribution – 10% of annual grant to the Reserve – \$3,500
- Facility hire – 1 hire of social space per week for meetings or other activities, e.g. exercise class at \$50 per hire x 40 weeks = \$2,000
- Community gym fees – 50 members paying an annual fee of \$200 = \$10,000.

Expenditure

- Water - \$100 per month = \$1,200
- Electricity - \$200 per month = \$2,400
- Cleaning – \$400 per month = \$4,800
- Insurance - \$2,000 annually
- Repairs - \$2,000 annually
- Marketing - \$200 annually
- New gym equipment - \$2,000 annually
- Internet - \$1,200 annually.

Assumes an annual CPI increase of 3% (July 2021 quarter was 3.8% but estimated level is 2.8%).

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Income										
User group fees	2500	2575	2652	2732	2814	2898	2985	3075	3167	3262
Buloke Shire contribution	3500	3605	3713	3825	3939	4057	4179	4305	4434	4567
Facility hire	2000	2060	2122	2185	2251	2319	2388	2460	2534	2610
Gym fees	10000	10300	10609	10927	11255	11593	11941	12299	12668	13048
Total income	18000	18540	19096	19669	20259	20867	21493	22138	22802	23486
Expenses										
Water	1200	1236	1273	1311	1351	1391	1433	1476	1520	1566
Electricity	2400	2472	2546	2623	2701	2782	2866	2952	3040	3131
Cleaning	4800	4944	5092	5245	5402	5565	5731	5903	6080	6263
Insurance	2000	2060	2122	2185	2251	2319	2388	2460	2534	2610
Repairs	2000	2060	2122	2185	2251	2319	2388	2460	2534	2610
Marketing	200	206	212	219	225	232	239	246	253	261
New gym equipment	2000	2060	2122	2185	2251	2319	2388	2460	2534	2610
Internet	1200	1236	1273	1311	1351	1391	1433	1476	1520	1566
Total expenses	15800	16274	16762	17265	17783	18317	18866	19432	20015	20615
Profit	2200	2266	2334	2404	2476	2550	2627	2706	2787	2871

From a financial perspective, the shared facility may be developed in stages according to what types of funding opportunities may be available, e.g. netball and hockey change room first, followed by away team change facilities, followed by social facilities.

Evaluation processes

The master plan needs to be driven by the Wycheproof Recreation and Racecourse Reserve Committee of Management. It should feature on the monthly agenda of the committee and be reviewed in detail at the end of each calendar year.

Actions from the master plan should also feed into Council's capital works plan and annual budgeting process. At the completion of the 12 years, a new master plan should be prepared to guide future developments at the site.

Action plan

The following action plan identifies the key works and initiatives to be undertaken at Wycheproof Recreation and Racecourse Reserve in order for it to meet the existing and future needs of the Wycheproof and District community. The majority of these works will require a partnership approach and external funds, i.e. grants.

Actions are prioritised as quick wins (within 12 months); high (1-3 years); medium (4-7 years) and low (8-12 years). The timing of works will be impacted by:

- Benefits that the works will achieve (e.g. increased participation, improved safety, improved accessibility, etc)
- How easy works are to achieve
- Whether or not works are dependent on other works happening first or vice versa
- Available resources (human, financial, equipment, materials, etc)
- Funding opportunities
- Lifespan of existing facilities
- Consequence of action not occurring.

No.	Action	Lead and Partners	Resources / indicative cost	Priority
1	PARKING Establish designated parking areas in several locations around the reserve as spaces and facilities are developed.	Buloke Shire Council	\$90k	Ongoing
2	SIGNAGE on HIGHWAY Install signage on Calder Highway to direct people to the reserve.	Buloke Shire Council VicRoads	\$8k	Medium

No.	Action	Lead and Partners	Resources / indicative cost	Priority
3	GOLF / TENNIS / RACING a. Initially upgrade toilets and develop female jockey change room. b. Undertake planning of a new shared facility that accommodates golf, racing, tennis, angling and the broader community. c. Seek funding for a shared facility if feasible.	Golf Club Tennis Club Racing Club	\$2m split across the 3 components of this project	High Medium Medium-Low
4	TENNIS COURT STORAGE SHED Install a storage shed for tennis court maintenance equipment.	Wycheproof Tennis Club	\$30k	Low
5	ENTRANCE Close off the entrance near the football pavilion (except for emergency vehicles) and develop the entrance near the cricket nets as the main entrance to the sports oval from the Calder Highway.	Buloke Shire Council	\$5k	High
6	FENCING Install fence between football oval and caravan park, plant low shrubs and seal roadway. Establish a fencing solution to ensure that the football club can collect entrance fees from spectators on game day.	Buloke Shire Council Football Club Caravan Park	\$60k	High
7	EVENTS / PERFORMANCES Provide water and power for events on / near the oval and near the racecourse reserve and purchase a mobile sound shell / staging.	Buloke Shire Council	\$60k	Medium
8	FOOTBALL	Football Club	\$40k	High

No.	Action	Lead and Partners	Resources / indicative cost	Priority
	Replace the reserve ticket box once the entrance to the oval area is relocated to the area next to the cricket nets and provide for cricket storage if required.	Cricket Club		
9	FOOTBALL Install nets behind goal posts to protect spectators from being hit by a football.	Football Club	\$30k	Quick win
10	WAYFINDING SIGNAGE Install wayfinding signage in the reserve to direct people to the various facilities.	Buloke Shire Council	\$8k	Medium
11	INTERPRETIVE SIGNAGE Install interpretive signage at the reserve to provide information about the agricultural show, indigenous history and other local stories.	Buloke Shire Council	\$8k	Medium
12	OUTDOOR FITNESS EQUIPMENT Install outdoor fitness equipment near the wetlands area. Include exercise bikes that charge mobile phones.	Buloke Shire Council	\$40k	Medium
13 and 14	WETLANDS PRECINCT Support the development of the wetlands at WRRR and construct supporting infrastructure such as toilet, pathways, a canoe launching ramp and fishing platform.	Buloke Shire Council	Costed separately	High
15	PICNIC AREA Construct picnic facilities near the wetlands area incorporating shelter, BBQ, picnic tables, public art and grassed area	Buloke Shire Council	\$40k	High

No.	Action	Lead and Partners	Resources / indicative cost	Priority
16	WALKING PATHS Install walking paths around the reserve to connect facilities to one another and to provide a connection to the wetlands, into the town centre and to Mt Wycheproof. Consider installation of lighting along the paths.	Buloke Shire Council	\$150k	High
17	PUMP TRACK AND SKATE PARK Construct a pump track and skate park that can be used by young people with scooters, bikes and skateboards.	Buloke Shire Council	\$300k	High
18	MULTI-PURPOSE SPACE Develop a multi-purpose space suitable for informal activities, events and over-flow car parking.	Buloke Shire Council	\$5k	Medium
19	FENCED OFF-LEASH DOG PARK Create a fenced off-leash dog park north of the hockey field and south of the proposed wetlands. Will one side of fencing (3 sides of this space are already fenced), drinking fountain with dog bowl, seats, dog bag dispensers and paths.	Buloke Shire Council	\$60k	Medium
20	TOILET BLOCK (near the hockey field) Demolish the toilet block near the hockey field once the new multi-sport change rooms have been developed.	Buloke Shire Council	\$5k	Medium
21	HOCKEY Upgrade hockey playing surface, remove shipping containers and construct a basic storage facility with covered viewing area.	Hockey Club	\$40k	Medium
22	FOOTBALL	Football Club	\$20k	High

No.	Action	Lead and Partners	Resources / indicative cost	Priority
	Upgrade the kitchen in the football pavilion (to ensure that it is mouse-proof).	Buloke Shire Council		
22	FOOTBALL Upgrade the bar and cool room in the football pavilion.	Football Club	\$30k	Low
22	FOOTBALL Modify the entrance ramp leading into the football pavilion so that it becomes Disability Discrimination Act (DDA) compliant.	Buloke Shire Council	\$80k	Low
22	FOOTBALL Install a shaded viewing area in front of the football pavilion.	Football Club	\$80k	Medium
23	OLD PAVILION AND KIOSK Retain the old pavilion and kiosk in their current condition with a view to finding a future use of these spaces if possible.	Football Club Buloke Shire Council	\$0	Ongoing
24	TOILET BLOCK (near football pavilion) Replace the toilet block near the football pavilion with a block of unisex toilets.	Buloke Shire Council	\$120k	Medium
25	FOOTBALL Install new coaches' boxes next to the oval.	Football Club	\$20k	Medium
26	FOOTBALL Develop a BBQ area in the Green Mill area next to the sports oval.	Football Club	\$20k	High
27	FOOTBALL	Football Club	\$30k	Low

No.	Action	Lead and Partners	Resources / indicative cost	Priority
	Construct a small covered in grandstand to view football matches.			
28	FOOTBALL Resurface football oval.	Football Club	\$100k	Low
29	FOOTBALL Install an electronic scoreboard on the oval.	Football Club	\$80k	Quick win
30	EMERGENCY VEHICLE ACCESS Install signage to create an emergency vehicle access only area.	Buloke Shire Council	\$1k	High
31	PEDESTRIAN SAFETY Develop a pedestrian-safe zone between the football pavilion and the netball courts by using removable bollards to restrict vehicles in and around the football and netball areas.	Buloke Shire Council	\$10k	High
32	INFORMAL ACTIVITY SPACE Create an informal activity space suitable for bocce, bootcamp or other outdoor activities.	Buloke Shire Council	\$	Low
33	PLAY Construct a nature-based play area for children incorporating rocks, logs, sand and landscaping	Buloke Shire Council User groups	\$50K	High
34	CROQUET Install lights and shelter on the croquet courts and upgrade one of the courts to enable A Grade competition.	Croquet Club	\$100k	Medium

No.	Action	Lead and Partners	Resources / indicative cost	Priority
35	NETBALL Construct a new netball court, install lighting, player shelter and spectator shelter.	Netball Club Buloke Shire Council	\$280k	High
36	BOWLS Construct a synthetic bowling green with lights and player shelters.	Bowls Club	\$300k	Medium
37	MULTI-SPORT CHANGE FACILITY Develop new multi-purpose change facilities to service netball, football away team, hockey, bowls and croquet. The facility will be designed utilising Environmentally Sustainable Design and Universal Design principles. Key features to include: <ul style="list-style-type: none"> • Male and female home and away change facilities • Umpire change facilities • Small social space for bowls and croquet • Kitchen and bar • Community gym • Office space • First aid room • Storage space • Accessible public toilets. <p>The demolition of several existing buildings will be required.</p>	Buloke Shire Council Netball Club Football Club Hockey Club Bowls Club Croquet Club Sport and Recreation Victoria Department of Health and Human Services Netball Victoria AFL Victoria	\$3m	High

No.	Action	Lead and Partners	Resources / indicative cost	Priority
38, 39 & 40	SWIMMING POOL Install additional shade for pool lifeguards; purchase a pool blanket for the toddler pool to retain heat more effectively; fix the fence between the hockey field and the pool and continue to implement actions from Aquatics Strategy (costed separately).	Buloke Shire Council	\$90k	High
41	GOVERNANCE Strengthen the existing Instrument of Delegation governance structure or implement a new governance structure for the reserve, incorporating representation from all user groups and some community members.	Buloke Shire Council All user groups	BSC and user group time	High
42	MANAGEMENT Establish an agreement with Buloke Shire Council re maintenance responsibilities of Council and user groups.	Buloke Shire Council All user groups	BSC and user group time	High
43	MANAGEMENT Investigate options to employ a part-time person to maintain each of the sports facilities at the site (on a fee for service basis by relevant clubs) to help reduce the burden on volunteers.	All user groups	User group time	Medium
44	BUILDINGS Remove unused buildings – sheep shed, poultry pavilion and ANA Society pavilion	Buloke Shire Council	To be costed into new facility development costs	Ongoing
45	LANDSCAPING Plant additional trees around the entire site.	Landcare Buloke Shire Council	\$10k	Ongoing

Appendix

Community engagement

Phone calls with user groups and stakeholders

During June 2021, 17 phone calls were made to user groups and key stakeholders. The purpose of these phone calls was to introduce the project team and identify any key issues or opportunities. More detail around usage was requested by a follow up survey. Key issues and opportunities that arose from these phone calls include:

Focus area	Issue / opportunity	Details
Management and governance	Amalgamations	<ul style="list-style-type: none"> The Wycheproof-Narraport Football Netball Club has been having discussions recently with neighbouring football clubs about a potential amalgamation. As yet, no agreements have been made.
	Governance	<ul style="list-style-type: none"> Need to review the governance of the Recreation Reserve (i.e. Committee of Management) and perhaps establish a new committee. Need to identify roles and responsibilities of the Committee of Management. Ensure that this committee has a voice and can advocate on behalf of user groups to funding bodies. Need to ensure that user groups and community representatives are included in the committee, including a representative from the caravan park and a yet to be established angling club. May need to provide some training for members and also a promotional campaign to let people know that they do have the skills to be involved. Maybe bring in representatives from Birchip to talk about how they have set up their committee of management. Wycheproof Alive provides governance for the Caravan Park and swimming pool. Cricket club doesn't hold any club meetings, nor any AGMs.

Focus area	Issue / opportunity	Details
	Maintenance	<ul style="list-style-type: none"> Concern that if an urgent item, e.g. watering system, is broken, it needs to be repaired immediately, but as the Recreation Reserve Committee doesn't hold any funds, it is unable to fix it and instead needs to wait for Council to fix it and go through procurement processes. Such a delay can have an impact on the condition and safety of playing surfaces.
	Partnerships	<ul style="list-style-type: none"> It may be possible for croquet and lawn bowls to work together regarding a shared club house. There may be potential for netball and hockey to work together regarding a shared clubhouse.
	Population	<ul style="list-style-type: none"> In the past year, approximately 20-30 new people moved to Wycheproof to live. Hard to attract many people to town as work opportunities are limited, e.g. seasonal worker may be engaged in harvesting work for 4-6 months, but may not have any other work for the remaining 6-8 months.
	Principles	<ul style="list-style-type: none"> Accessibility. Multi-purpose.
	Promotion	<ul style="list-style-type: none"> Consider providing information at Centenary Park to direct visitors to the Recreation and Racecourse Reserve.
	Sport club participation	<ul style="list-style-type: none"> Some clubs are struggling to field a team, e.g. there is no U16 football; U13 football is struggling; and cricket only has an A grade team (no juniors). Children may play their sport in other towns where the junior competition is stronger or where their friends play. Some families don't want to make a 6-month commitment to organised club-based sport.

Focus area	Issue / opportunity	Details
		<ul style="list-style-type: none"> Fixtures are set so that it enables young people to play both football and hockey so that teams can take to the field.
	Volunteers	<ul style="list-style-type: none"> Volunteer pool is shrinking and ageing. The bowls club has a 75-year-old greenskeeper and the golf club has an 81-year-old greenskeeper. These people are unlikely to be able to continue their roles for many more years, but there may not be anyone who is willing to take on these roles. Things need to be streamlined for volunteers. Difficult to attract volunteers for working bees.
Sport and recreation facilities	Cricket facilities	<ul style="list-style-type: none"> Cricket Club uses change room and canteen in pavilion on game day but doesn't use social facilities in the pavilion (uses its shipping container instead). Club has nowhere to display memorabilia as it does not utilise the social facilities at the reserve and the pub that used to display memorabilia on behalf of the cricket club no longer does. Practice nets have recently been renovated and are in good condition. Need access to a secure shed where equipment such as rollers can be stored.
	Croquet facilities	<ul style="list-style-type: none"> The croquet shed is in a very poor state of disrepair and needs to be demolished and replaced with a new shed. Need more shade around the site. Storage for equipment is needed. Consider demolishing existing clubrooms and replace with a modest facility incorporating disabled toilets.
	Golf course facilities	<ul style="list-style-type: none"> Golf course pavilion is owned by the Golf Club but built on Crown Land (there is a lease arrangement in place).

Focus area	Issue / opportunity	Details
		<ul style="list-style-type: none"> • Kitchen has recently been upgraded. • Building requires re-stumping and some other structural work. • Social space can cater for up to 150 people. • Toilets need to be upgraded. \$30k has been received from Racing Victoria to go towards a toilet upgrade in the golf course pavilion – but additional funds required from Council and the golf club to complete the project.
	Hockey facilities	<ul style="list-style-type: none"> • Currently operate from a shipping container. • Need change rooms for players.
	Lawn bowls facilities	<ul style="list-style-type: none"> • A synthetic bowls green would help to reduce volunteer time significantly. • Club rooms are ageing. • Good meeting / gathering space in the building. • Could add showers at the rear of the building for use by netballers and hockey players.
	Netball facilities	<ul style="list-style-type: none"> • Clubhouse is in average condition and does not meet Netball Victoria criteria for change rooms for players and umpires. • Clubhouse needs to be accessible (there are currently steps into the building). • Most North Central League netball meetings are held in Wycheproof due to its central location. • Courts at Wycheproof are not up to the same standard as others in the competition – need to consider plexipave.
	New facilities and activities	<ul style="list-style-type: none"> • Develop an adventure playground. • Develop a skate park.

Focus area	Issue / opportunity	Details
		<ul style="list-style-type: none"> Wetlands concept is supported – could include stand up paddle boarding and little yachts.
	Racecourse facilities	<ul style="list-style-type: none"> Funding has recently been received for upgrades to kiosk, judge's tower, roof towards the north gate and asphalt track. Race day meeting is very popular. Can only run 7 races in a day with each race fielding up to 8 horses.
	Reserve pavilion	<ul style="list-style-type: none"> Kitchen and bar area in the main pavilion need to be upgraded to provide more circulation space for people working in the kitchen and to mouse-proof cupboards and benches. General tidy up of facilities required, e.g. showers in change rooms Access is an issue, e.g. ramp is too steep Problematic with kitchen facilities upstairs
	Showground facilities	<ul style="list-style-type: none"> Remove AMP Society Shed, Sheep Shed and loading ramp as they are unlikely to be structurally sound and have no use.
	Sports oval	<ul style="list-style-type: none"> The playing surface of the sports oval is in good condition An upgrade to training lights on the oval could be beneficial Portable grandstand is in a poor state of disrepair Best oval in the district for viewing sport May need some more seating around the oval
Infrastructure	Caravan Park facilities	<ul style="list-style-type: none"> Parts of the caravan park look unsightly and could be cleaned up
	Cycling / walking linkages	<ul style="list-style-type: none"> Need to ensure that there are cycling / walking paths to link the reserve to the town centre and residential areas.
	Fencing	<ul style="list-style-type: none"> Fence between the caravan park and sports oval needs to be secured on game

Focus area	Issue / opportunity	Details
		day to prevent people from entering the ground through the caravan park for free
	Pedestrian zone	<ul style="list-style-type: none"> Support the retention of a car-free zone near the sports oval to provide a safer environment for pedestrians
	Public toilets	<ul style="list-style-type: none"> Public toilets at the site need to be upgraded Not enough female toilets at the site No public disabled toilets (other than in pavilion)
Programs and events	Country Market	<ul style="list-style-type: none"> Market is held on the space between the golf course and the racecourse Market organisers want seed funding to cover hiring costs until the market is sustainable and well known on the market circuit Would like to be able to offer quarterly markets, including a Christmas market Attract approximately 35 stall holders, but believe there is scope for 40-50 Up to 1,500 people have visited previous markets Market organisers need water taps, flood lights for night activities, storage shed, water sprayers for hot weather, power (10, 15 and 30 amps), signage (temporary and permanent), all abilities footpath, all abilities playground and soundshell with lighting, speakers and a roof.
	Events	<ul style="list-style-type: none"> Consider the space as a place to host events, e.g. music concerts.
	Programs	<ul style="list-style-type: none"> Various programs run at the site through Wycheproof Community Resource Centre, including chain saw safety courses, programs against domestic violence, drug workshops, Responsible Serving of Alcohol courses, etc

Meeting with SRV and RDV

A meeting was held in April with a representative of Sport and Recreation Victoria and Regional Development Victoria, as well as Council's project managers and the consultant to provide information about the project and to brainstorm some potential options for the site. Key issues and opportunities discussed include:

Issue / opportunity	Details
Government focus	<ul style="list-style-type: none"> • Leadership • Policy setting • Support strategic planning • Partnerships with State Sporting Association and peak bodies and active recreation • Place-based or demographic-based disadvantage • Health and wellbeing • Activation of places and spaces (e.g. lighting to enable night time walking) • Maximising outcomes through participation • Consolidation of assets • Dog parks.
Challenges in post-pandemic world	<ul style="list-style-type: none"> • Lack of volunteerism • Lack of umpires in some sports • Difficulties re-connecting with sports participants who may have taken up other activities or are no longer interested • Club viability • Club mergers.
Grant focus	<ul style="list-style-type: none"> • Economic resilience • Flood lighting • Multi-purpose facilities • Unisex facilities • Universal design • Environmentally Sustainable Design.
Swimming pool	<ul style="list-style-type: none"> • Needs shade for lifeguards • Grant has recently been received to install lights • Consider installing reclining seats, BBQ and palm trees.
Netball court	<ul style="list-style-type: none"> • Paint lines for hockey on resurfaced netball court.
Community gym	<ul style="list-style-type: none"> • Explore options to move the community gym from the school to the recreation reserve. • Utilise a community gym management model • A gym on site may enable the expansion of personal trainer businesses.
Key principles and trends	<ul style="list-style-type: none"> • Unstructured activities • Outdoor activities • Accessibility • Affordability • Family friendly • Female friendly • Leverage off existing assets • Multi-purpose

	<ul style="list-style-type: none"> • Linkages and connections • Rationalisation and improvement • Inclusiveness • Safety.
<p>Other potential options to explore</p>	<ul style="list-style-type: none"> • Synthetic ice-skating rink • Art along walking trails • Floodlight the walking trails • Create an all-abilities trail with regular seating • Subsidise training for local instructors, e.g. pilates • Establish a sports library on site to loan sports equipment out to people • Consider relocating Mallee Regional Sports Assembly to the site to create a sports hub • Create a beach entry to the wetlands • Establish a pop-up café near the wetlands • Construct an all-abilities playground with a steam train theme near the wetlands • Construct BBQ and picnic facilities • Consider frisbee golf on the golf course • Explore need for power for the market • Develop an inline skate park / pump track / flat skating area at the reserve • Explore potential to develop a single-track mountain bike trail to connect the reserve to Mt Wycheproof • Consider moving the play space allocated to Centenary Park to the reserve instead • Relocate outdoor fitness equipment to the reserve • Consider installing an efficient irrigation system to create a green oasis at the reserve • Consider developing accessible cabins or glamping opportunities at the caravan park • Promote indigenous links of the site through interpretive information and potentially a bush tucker garden • Consider a potential new name for the site to connect it to country • Consider installation of a changing places toilet at the site.

Community survey

A community survey was developed in order to seek ideas and information from local residents about their views of the condition of facilities at the Recreation and Racecourse Reserve, their usage of the reserve and their suggestions regarding potential improvements. The survey was available online and also as a hard copy at key locations in the community during the month of June 2021.

A total of 114 people filled out the survey – 44% females, 49% males and 7% not stated. We asked people to fill out the survey either on behalf of themselves or on behalf of their family. In total, 265 people were represented by the completed surveys. Of those who filled the survey in, or who had the survey filled in on their behalf, 32% were aged 30-39 years of age, followed equally by people under 20-29 and under 15 years of age (29% each) and 50-59 year olds (25%). As expected, the majority of survey respondents live in Wycheproof (79%), with the remaining 21% living in other locations such as Berrwilllock, Birchip, Narraport, Boort, St Arnaud, Swan Hill, Bendigo, Geelong and Melbourne.

What activities have you and / or your family taken part in at Wycheproof Recreation and Racecourse Reserve over the last 2 years?

The top 10 activities undertaken by survey respondents, in order of priority, include:

- Attend the annual Wycheproof Cup (73%)
- Spectator of sport (70%)
- Volunteer for a sports club (61%)
- Walking or dog walking (58%)
- Attend a market (50%)
- Swimming (49%)
- Football as a player (44%)
- Golf as a player (43%)
- Lawn bowls as a player (33%).
- Netball as a player (32%)

If you and / or your family have not used the Wycheproof Recreation and Racecourse Reserve for any activities in the last 2 years, why not?

Eighty-nine percent of respondents stated that they had used the Recreation and Racecourse Reserve in the past two years. Only four other responses were given to this question, from a pre-determined list, with COVID-19 restrictions being the main reason cited by 7%. The next most popular responses were: I am not well enough / fit enough (3%); and the condition of some of the facilities is not to the standard needed (3%).

Please rate the condition of the following facilities at Wycheproof Recreation and Racecourse Reserve

Respondents were provided with a list of all of the facilities at WRRR. Each answer was assigned a weighting. The five facilities rated to be in the best condition are the

sports oval playing surface, the swimming pool change rooms, the swimming pool, the horse track and the tennis courts. The five facilities rated to be in the worst condition are the croquet club building, the hockey clubrooms, the reserve ticket box, tennis court lighting (which is soon to be upgraded) and landscaping.

The full list of facilities, from best to worst condition, as rated by survey respondents, follows:

Facility	Weighted average
Sports oval	3.61
Swimming pool change rooms	3.58
Swimming pool	3.54
Horse racetrack	3.25
Tennis courts	3.12
Horse racetrack building	3.00
Pavilion (change and social rooms)	2.88
Golf club house	2.87
Bowling club greens	2.82
Sports oval lighting	2.79
Golf course	2.67
Connectivity between the different sporting facilities	2.54
Netball courts	2.50
Roadways	2.48
Cricket practice nets	2.42
Hockey pitch	2.38
Bowling club building	2.37
Netball court lighting	2.36
Reserve entrance points	2.36
Footpaths to the reserve	2.31
Signage to the reserve	2.31
Reserve fencing	2.30
Sports oval player boxes	2.27
Netball court player shelters	2.24
Public toilets	2.19
Signage within the reserve	2.17
Croquet greens	2.15
Sports oval scoreboard	2.11
Landscaping	1.95
Tennis court lighting	1.92
Reserve ticket box	1.76
Hockey pitch club room	1.41
Croquet club building	1.32

Are there any other groups or organisations that you think could use the reserve? If so, who?

The key new groups / organisations identified by survey respondents to (from 25 survey respondents) include:

- Exercise class instructors, e.g. gentle exercises for senior citizens, pilates, boot camp, yoga (8)
- Community gatherings, meetings, events (e.g. Christmas Carols) (4)
- School groups and interschool events (4)
- Prep, day care, playgroup and kinder children for excursions and activities (4)
- Angling club once the wetlands is completed (3)
- Caravan park guests / town visitors (3)
- Dog training group / dog walking groups / dog owners (3)
- Walkers / walking groups (3)
- Mother's groups (2)
- Sports groups from other towns or regions (2)
- Artists / hobbyists
- Buloke Car Club
- CFA brigades and other fire-fighting agencies
- Conservation groups
- Farmers
- Gym owners
- Hostel and nursing home residents – would need bus access to seated areas and solid paved areas
- Lions Club - Show 'n' Shine
- Markets
- Moto-cross and BMX
- Senior citizens
- Skaters
- Small businesses
- Swimmers
- Transport and helicopter pilots.

Are there any additional facilities or activities that you and / or your family would like to see developed at Wycheproof Recreation and Racecourse Reserve? If so, what are they?

Of the 64 people who responded to this question the five most popular responses related to development of a playground; developing new accessible and family friendly public toilets; upgrading netball change room; developing hockey change rooms; and upgrading the away change rooms. The full list of responses follows:

Suggestion	Number of responses
Playground – shade, natural, challenging equipment, safe / fenced, equipment for older kids	37
Upgraded / new public toilets – near hockey, family change, disabled	15
Upgraded netball change rooms	12
New hockey change rooms with toilets and showers	11
Redevelopment of away change rooms	11
Green mill BBQ area	8
Electronic Scoreboard	7
Walking tracks – between the reserve and the mount, distinct walking tracks, all abilities	6
Skate park / pump track / scooter park	5

Suggestion	Number of responses
Small covered in grandstand	5
Upstairs Kitchen/ Bar/ cool room upgrade	5
Completion of wetlands area development	4
Nets behind Football goals	4
New Netball court	4
New shade off the front of the pavilion	4
Community based gym	3
Dog park	3
Grassed area for families to sit or take part in activities such as tai chi, pilates, yoga or meditation	3
New Football Coaches boxes	3
Resurface the oval	3
Connection to wetlands	2
Exercise / group fitness area or room	2
New carpet in footy change rooms	2
New Netball sheds / undercover spectator seating	2
Protection and enhancement of flora and fauna	2
Undercover spectator seating / grandstand for hockey	2
Better lighting at hockey	1
Bring back the show	1
Children's day care centre	1
Clean up scrap metal dumped around the golf course	1
Demolish old sheep yards and utilise area for something else	1
Enable free or cheap camping on the oval	1
Extended pool hours	1
Golf driving range	1
Improve the aesthetics of the long-term tenant area of the caravan park	1
Improve toddler pool	1
Indoor play area	1
Install a pool slide	1
Install a sound shell	1
Lifeguards who are able to discipline children	1
More markets	1
More opportunities for a social hit of golf	1
More seating in shady areas around the pool	1
More storage facilities.	1
Moto-cross / BMX	1
New oval lighting	1
Outdoor cinema	1
Pool lap swimming time later for those suffering from arthritis	1
Repurpose the old football change rooms into more of an event space/multipurpose room	1
Seating along walkways	1
Upgrade hockey pitch	1
Weddings, funerals and other events	1

Do you have any other comments about Wycheproof Recreation and Racecourse Reserve?

Forty-four survey respondents provided other comments about WRRR. These comments primarily focussed on upgrading change rooms for netballers; providing shelter for netball viewing; upgrading public toilets at the reserve; upgrading the whole site; and demolishing showground sheds. The full list of responses follows:

Comment	Number of responses
Governance and management	
Committee of management needs to be established to drive developments and should be representative of all user groups	3
Employ a full-time caretaker / greenskeeper for all sporting codes.	3
Sports clubs work in isolation from one another, rather than together	1
People are not aware of funding and support that is available	1
Ensure all clubs are involved in the decision making.	1
Greater focus on some sports over others	1
Careful thought needs to be given to the decreasing number of available volunteers who manage the site.	1
A consolidation of the facilities into a multi-use facility is required at a centralized location for Hockey, Netball and Football.	1
Poor planning decision to construct Swimming Pool facilities on the south side of the pool rather than as a multi-use building which the Hockey Club could have also used.	1
Site needs a considerable amount of maintenance	1
Overall site	
Public toilets are in very poor condition and need to be upgraded	4
Site is in need of a major upgrade	4
Construct an all abilities path to connect the reserve, the wetlands and the caravan park to the town centre and to Mount Wycheproof walking paths (perhaps different routes when there is an entry paying sports event being played with well thought through internal fencing and gate system).	2
The site has huge potential and is essential for the community	2
Site needs to be more child friendly and inviting to families	2
Develop a playground	2
Develop a grassed area	2
Site is poorly designed with buildings scattered everywhere	1
Poor public parking areas	1
Site needs better lighting	1
Develop a BBQ pavilion	1
Develop the wetlands	1
Landscaping is non-existent	1
Roadways and signage are poor	1
Pedestrian safe zone required between the canteen, netball courts and hockey field	1
Develop a pavilion on the rise that could be used by netball, bowls and hockey	1
Poor signage throughout the reserve	1

Comment	Number of responses
Disconnected facilities in the reserve	1
Develop a fenced off-leash dog park	1
Need to have female friendly facilities	1
Install some public art to liven and brighten up the site	1
Maintain playing surfaces of all sports to ensure the sustainability of their respective sports	1
Don't combine all facilities into one building as it takes away the country atmosphere	1
Make the site more visible to travellers and promote the scale of the site	1
Showground sheds	
Showgrounds sheds are unused, taking up valuable space and should be removed	4
Find a new use for unused showground sheds	1
Sport oval and pavilion	
Renovate the club room bar and kitchen and cool room upstairs in the pavilion and install new carpet	3
Football oval playing surface needs to be upgraded	2
Construct a BBQ at the Green Mill Bar	2
Upgrade away team change rooms in pavilion	2
Redevelop old building into a function area	1
Install better lighting on the oval	1
Install an electronic scoreboard	1
Construct new football coaches boxes	1
Install nets behind football goals	1
Construct new shade area off the front of the pavilion	1
Construct a small, covered in grandstand	1
Install a sign on the roof of the pavilion to identify Wycheproof	1
Upgrade social rooms and toilets in the pavilion	1
Improve drainage on the sports oval	1
Hockey	
Hockey playing surface needs to be upgraded / levelled out	3
Develop new change rooms for hockey players	2
Provide undercover spectator area for hockey	1
Provide a grassed area suitable for players to warm-up before their match	1
Netball	
Develop new change rooms for netballers	8
Provide undercover spectator area for netball	4
Construct new netball court on the east side of the existing main court	3
Golf club	
Construct a purpose-built clubhouse / community building at the golf (like what Charlton have) and relocate the old golf club building to the bowls club	1

Buloke Shire Council staff workshop

A workshop was held with 10 staff from Buloke Shire Council on Wednesday 23 June from 10.30pm – 12.00pm.

Staff were asked to imagine their vision of Wycheproof Recreation and Racecourse Reserve in 10 years' time. The key aspects of their vision includes:

- Site is used by the whole community – all ages
- Family friendly
- Site is used on a daily basis
- Better linkages and connections with Mount Wycheproof, the town centre and Centenary Park
- A range of activities are available
- The site becomes a destination for the community
- There is a functional group governing and maintaining the site
- The wetland enhances the experience for people in the caravan park, e.g. cabins with a view
- Wetlands is attractive and incorporates a beach front
- The centre is a major recreation hub and the pavilion is regularly hired out
- The site provides employment opportunities, e.g. there might be a paid caretaker
- There is a performance space with power and lighting
- There is a balance of sporting activities and active recreation activities
- There is interpretive signage at the site that tells a story and also lets people know of what else they can do in the district
- Gender equality is evidenced at the site
- There is some form of community garden / demonstration garden for composting
- There is a gym and outdoor fitness equipment
- There is a fenced, natural play space
- There is community art around the site
- The site is used for weddings and has 'instagrammable' locations for wedding photography
- There is a fountain in the wetlands potentially lit up with coloured lights
- There is a trail head sign at the recreation reserve (and another one at Mount Wycheproof).

Staff were asked to identify potential planning principles to guide the provision of future sport and active recreation programs, services and facilities at the site.

Suggestions include:

- Multi-use
- Co-location
- Low maintenance
- Consideration of whole of life costs (development, maintenance, management, replacement)
- Consolidation
- Sustainability
- Gender equality
- Accessibility
- Shade

- Theme that flows through the site
- Connections and linkages
- Sense of destination
- Realistic
- Climate change
- Environmental sustainability – solar, recyclability
- Safety (CPTED principles)
- Focus on both locals and attraction of visitors

Staff also took part in a SWOT analysis to identify the strengths, weaknesses / challenges, opportunities and threats relating to the Recreation and Racecourse Reserve. Their responses included:

Strengths	Weaknesses / challenges
<ul style="list-style-type: none"> • Race day • Golf course • Passionate user groups • Family friendly nature of site • Range of meeting / event spaces • There is a lot of history at the site, e.g. Green Mill from Narraport • Funding has been received to install lighting over some of the tennis courts • Council has asset management plans and maintenance plans to guide its work at the reserve 	<ul style="list-style-type: none"> • Large site to maintain • Reserve and some of the sporting opportunities are tucked away and not easy to find • Governance structure is not working particularly well • Clubs are separate entities and don't tend to collaborate • There is a lack of connectivity between spaces • Large drainage channel in front of racecourse • Traffic flow and lack of safe pedestrian zone • Lack of jockey change rooms at racecourse • Lack of parking • Lack of signage

Opportunities	Threats
<ul style="list-style-type: none"> • Potential to grow usage by attraction more people to live in town by promoting the work from home opportunities in Wycheproof • Relocate entrance to space next to cricket practice nets • Relocate bowls next to a new shared facility when installing a synthetic green • Develop a shared facility for golf, racing and tennis • Use portable change facilities and marquees instead of building facilities that may only be used infrequently 	<ul style="list-style-type: none"> • Lack of funds • Lack of collaboration from clubs • Amalgamation of clubs • Potential duplication of event spaces • Areas of cultural significance identified through Cultural heritage plans impacting proposed developments

Opportunities	Threats
<ul style="list-style-type: none"> • Reuse sheep shed for a BBQ area and canoe storage • Could beautify the site and provide natural shade by planting more trees • If any facilities are removed, use elements of them (e.g. bricks and signs) in any new developments • Could potentially relocate senior citizens to the bowls pavilion • Ensure that buildings are designed to be added on to in the future if required • Could install a changing places toilet at the site for people with disabilities • Develop a new ticket box at the relocated entrance and include storage space • Install wayfinding signage • Create a sense of arrival at the site through a clear entrance and improved signage • Consider whether or not golf has to be an 18 hole course or whether it can have 9 holes that can be played 2 ways to create 18. 	

Wycheproof Recreation and Racecourse Reserve user group workshop

A workshop was held with 17 users of the Wycheproof Recreation and Racecourse Reserve on Wednesday 23 June 2021 from 5.30pm-7.30pm at the supper room at the Town Hall. Each user group was invited to send two representatives along to the meeting. The following groups were represented:

- Bowls (2)
- Croquet
- Football
- Golf (2)
- Hockey
- Mt Wycheproof Market
- NCLLEN Youth Advisory Council
- Netball
- Race Club
- Recreation Reserve (2)
- Tennis
- Wyche Alive (2)
- Wyche P-12 College

User groups were asked to imagine their vision of Wycheproof Recreation and Racecourse Reserve in 10 years' time. The key aspects of their vision includes:

- An inviting site
- Lots of children playing sport
- People cycling, walking, canoeing and fishing at the wetlands
- People of different ages using the site
- A multi-purpose site
- Universal access and accessibility throughout the site
- A playground
- A family friendly environment with change facilities for babies and areas to warm up bottles
- Walking paths lit up with lights
- Existing buildings are either upgraded or replaced
- Solar panels on building
- Better connections between buildings
- Soundshell used for events
- Upgraded caravan park
- Tourists using the site as well as locals

User groups also took part in a SWOT analysis to identify the strengths, weaknesses / challenges, opportunities and threats relating to the Recreation and Racecourse Reserve. Their responses included:

Strengths	Weaknesses / challenges
<ul style="list-style-type: none"> • Facilities are within close proximity of one another • Large variety of ages use the space • Site has tourism potential • There are a variety of sports held at the site • There is an appetite for shared facilities amongst user groups 	<ul style="list-style-type: none"> • Sports at the site have competing interests and don't necessarily work together • Facilities are ageing and will cost a lot to upgrade • Facilities not meeting current expectations of the community • Layout of site is not ideal and facilities do not flow well from one to another

Strengths	Weaknesses / challenges
<ul style="list-style-type: none"> • The site is easy to maintain and has good access to water • The community really values the space • The facility enhances the use of the caravan park • There is potential to create a linear park that links the reserve to the Mount and to Centenary Park • The reserve is set in a natural landscape with a good outlook and interesting topography • The site's position on the Calder Highway could attract visitors 	<ul style="list-style-type: none"> • Participation is limited in some sports at the site • Governance is not working particularly well • Site is not very family friendly • Site doesn't attract as many tourists as it could • Volunteers struggle to maintain and manage the site • Lack of signage at the site

Opportunities	Threats
<p>Participants were divided into 3 groups and asked to brainstorm opportunities. Each person was then given 5 stickers to vote for the opportunities listed that they most supported within their group. The following list shows the final tally from each of the 3 groups for ideas suggested:</p> <ul style="list-style-type: none"> • Develop a shared facility incorporating female friendly change and social spaces for netball, hockey, football, bowls, croquet; public toilets; community gym; cricket nets; and move the hockey field closer to this building (17) • Develop a play space near the wetlands on the site of the existing sheep shed (9) • Instigate a new governance process with representation from all user groups to ease financial and volunteer pressure (8) • Provide sufficient funding for maintenance of the site (6) • Install a sound shell for events (6) • Create an attractive walking path to the wetlands (5) • Upgrade toilet and change facilities at the golf club / racecourse (4) 	<ul style="list-style-type: none"> • Lack of funds to upgrade facilities • Ageing buildings • Lack of younger volunteers • Lack of maintenance and agreed service standards • Lack of participation • New regulations for organised sport and for children's sport • New regulations and increased 'red tape' for events • Security and safety • Capacity of volunteers – skills and governance • Clubs folding or merging • Clubs not working together • Lack of toilets

Opportunities	Threats
<ul style="list-style-type: none"> • Improve lighting around the reserve (4) • Hold more events at the site (e.g. markets, show and shine, dinner under the stars, music, cultural events, FReeZA events), and make sure there are sufficient power outlets (4) • Construct a covered in grandstand to watch the football (3) • Better promote the reserve and its activities via social media and signage (3) • Upgrade netball courts and install new lights (2) • Upgrade the away football clubrooms (2) • Provide more shade at the site (2) • Develop a mountain bike track (1) • Generate more tourism (1) • Create opportunities for older generations to mix with younger generations (1) • Define pedestrian walkways supported by signage (1) • Develop mini golf (1) • Install solar power at the site (1) 	

Community listening posts

Two community listening posts were held on Saturday 26 June:

- 9.15am-11.30am – in front of the Wycheproof IGA
- 12.30pm-3.30pm – in front of the kiosk at the Wycheproof Recreation Reserve.

A total of 16 people spoke with the project team in the first session (8 females and 8 males), and 24 in the second session (16 females and 8 males) – equalling 40 people in total. Although people weren't asked to identify their age, approximate guesses of participants ages showed around:

Age	No. of participants	Age	No. of participants
10-19	5	50-59	4
20-29	3	60-69	6
30-39	7	70-79	8
40-49	7	80+	0

Key issues and opportunities identified by community members through these listening posts predominantly focussed on developing a space for children to play; upgrading public toilets to ensure that they are accessible and family friendly and ensuring that they are open more frequently for passive users of the reserve; improved change and playing facilities for netballers and spectators; some improvements to the pavilion at the reserve; and more activities for young people. The full list of suggestions include:

Topic	Issue / opportunity	Number of responses
Play space	<ul style="list-style-type: none"> • Develop a play space for children, potentially with a fence 	15
Toilets	<ul style="list-style-type: none"> • Upgrade public toilets (11) • Ensure that public toilets are open more frequently (1) • Provide an accessible toilet (1) • Provide change facilities for babies (1) 	14
Netball	<ul style="list-style-type: none"> • Upgrade netball pavilion to provide more change facilities and provide access to toilets from outside (7) • Improve netball spectator viewing (2) • Install a new netball court and move closer to the football oval (4) 	13
Pavilion	<ul style="list-style-type: none"> • Upgrade kitchen upstairs in the pavilion to ensure it is mouse-proof (2) • Install a dishwasher in the upstairs kitchen (1) • Install more seats in front of the pavilion (2) • Create unisex change facilities in the pavilion (1) • Install hot water in the bathrooms and soap (1) 	11

Topic	Issue / opportunity	Number of responses
	<ul style="list-style-type: none"> • Disabled toilet – change the way the door swings so that carers can help a person with a disability use the toilet (1) • Redesign the upstairs bar area as its current layout creates a bottle neck (1) • Upgrade the away rooms (1) • Provide an indoor play space upstairs in the pavilion (1) 	
Activities for young people	<ul style="list-style-type: none"> • Develop a pump track / BMX skate facility at the site (6) • Develop a skate park (2) • Develop a half basketball court or ring for netball court that can be moved around (1) • Install a flying fox (1) 	10
Hockey	<ul style="list-style-type: none"> • Develop new change rooms for hockey (7) • Install new hockey goals (current ones are rusty) (1) 	8
Sports oval	<ul style="list-style-type: none"> • Install an electronic scoreboard which can also be used to show movies on the oval (3) • Install netting behind the goal posts (2) • Upgrade the irrigation system on the sports oval (1) • Plant more suitable grass on the sports oval (1) • Improve drainage on the sports oval as it tends to get water-logged (1) 	8
Swimming pool	<ul style="list-style-type: none"> • Upgrade pump on toddler pool and place a cover over it (3) • Provide more shade at the pool (2) • Install a water slide and a small slide for toddlers at the pool (1) • Install a high fence between the pool and the hockey ground so the ball doesn't go into the pool and to prevent people from accessing the pool when it's closed (1) • Landscape lawns at the pool (1) 	8
Wetlands	<ul style="list-style-type: none"> • Support the development of wetlands at the site (6) • Develop a jetty as part of the wetlands proposal (1) • Develop a bird hide as part of the wetlands proposal (1) 	8
Roadways, entrance, parking and access	<ul style="list-style-type: none"> • Create a safe pedestrian zone between the pavilion, netball, hockey and the proposed play space (5) • Create a new entrance near the cricket nets (1) 	6
Showground sheds	<ul style="list-style-type: none"> • Remove the showground sheds (2) • Convert shed near netball into a covered viewing area (2) 	6

Topic	Issue / opportunity	Number of responses
	<ul style="list-style-type: none"> • Install walls around sheep shed to create an events space (1) • Retain the showgrounds sheds for their historical significance (1) 	
Landscaping	<ul style="list-style-type: none"> • Improve landscaping at the reserve including more roses at the bowls green (1) • Cut down dead trees near the tennis courts (1) • Develop a wind break near croquet greens (near the seats) (1) • Develop a sensory garden at the reserve (1) • Implement measures to reduce dust over the site and nearby housing (1) 	5
Walking / cycling	<ul style="list-style-type: none"> • Develop accessible pathways through the site that connect all of the facilities (4) • Develop a mountain bike track to connect to the reserve (1) 	5
Bowls	<ul style="list-style-type: none"> • Install a synthetic bowls green (2) • Upgrade bowls club building to include a disabled toilet, a new air conditioner (existing one leaks) and a shelter at the front of the building (2) 	4
Golf	<ul style="list-style-type: none"> • Improve toilets in the golf club building and create a jockey's room (3) • Need to restump the golf club building as the footings have been sitting in water during wet periods (1) 	4
Maintenance	<ul style="list-style-type: none"> • Improve maintenance on all building structures (1) • Provide more bins at the site (1) • Repair pipes that periodically burst near the tennis courts (1) • Clean up the junk behind the racecourse (1) 	4
Caravan park	<ul style="list-style-type: none"> • Incorporate existing tennis club building into the caravan park (1) • Prefer not to have new ablution block abutting the fence line with the sports oval (1) 	2
Racecourse	<ul style="list-style-type: none"> • Need more shelter from the sun for spectators on race day (1) • Close in the drainage at the front of the racecourse fence (1) 	2
Accessibility	<ul style="list-style-type: none"> • Improve accessibility to the whole site for people with disabilities 	1
BBQ	<ul style="list-style-type: none"> • Create a public BBQ area at the site 	1
Childcare	<ul style="list-style-type: none"> • Create a childcare centre at the reserve 	1
Community gym	<ul style="list-style-type: none"> • Develop a community gym at the reserve 	1
Fencing	<ul style="list-style-type: none"> • Install a fence between the caravan park and the sports oval 	1

Topic	Issue / opportunity	Number of responses
Golf, racing and tennis pavilions	<ul style="list-style-type: none"> Construct a shared clubhouse between tennis, golf and racing 	1
Governance	<ul style="list-style-type: none"> Create a functional committee of management for the reserve 	1
Off-leash dog area	<ul style="list-style-type: none"> Create an off-leash dog area near the sheep shed 	1
Portable facilities	<ul style="list-style-type: none"> Consider purchasing portable facilities for events such as race day and then potentially hiring these facilities out to other towns for events 	1
Storage	<ul style="list-style-type: none"> Provide secure storage for user groups (e.g. filing cabinets, etc) 	1
Tennis	<ul style="list-style-type: none"> Improve toilets 	1
Viewing area	<ul style="list-style-type: none"> Provide a viewing area from the top of the reservoir bank over the site 	1

One other comment was received relating to the provision of landscaping on both sides of the railway line.

Written submissions

Two written submissions were received from local residents. The first written submission was from a local resident who wants the swimming pool at the reserve heated year-round for water exercises for older adults and for learn to swim for both children and adults.

The second written submission was received from the Mt Wycheproof & District Racing Club. The following needs were identified from this organisation:

Walking tracks	<i>Develop walking tracks from Broadway to the reserve and then throughout the reserve connecting the wetlands area, sports facilities and racetrack. These paths should be suitable for dog walking as well and should feature directional signage.</i>
Main entrance	<i>Beautify the main entrance to the reserve and consider potential boom gate access point at the silo end of the reserve.</i>
Car parking	<i>Beautify and upgrade the car park next to the tennis club and golf club.</i>
Outdoor activity space	<i>Construct an outdoor activity space suitable for yoga and boot camp.</i>
Signage	<i>Develop a signage plan and install appropriate signage to and throughout the reserve - preferably timber finger board signage.</i>

Rubbish removal Remove rubbish in the proposed wetlands area at the rear of the caravan park.

Wycheproof Recreation Reserve Building Conditions

Football pavilion

Construction Type	Conc. slab floor, Brick/Steel wall construction, metal roof.
Condition	Fair – Changerooms/Social Room, Bar require renewal. Kitchen is in good condition, but joinery cupboards require vermin proofing
EST construction	1980's
DDA Compliance	Existing access ramp non-compliant. constructed to 1in12 grade, AS 1428.1 requires 1in14 grade, handrails are also non-compliant. Access doorways generally are 820mm wide, require 920mm wide min. at each doorway. Existing Disabled WC non-compliant to AS1428.1
Emergency services	Building requires Emergency lighting throughout, Exit signs are provided. Hose Reels/extinguishers supplied.
Hazardous Materials	Asbestos present as per Asbestos & Hazardous Materials Report Dec 2018

Away Changeroom Building

Construction Type	Timber floor framing, Brick/Steel wall construction, metal roof.
Condition	The building in in poor condition.
EST construction	1940's
DDA Compliance	Internal steps. Access doorways generally are 820mm wide, require 920mm wide min. at each doorway.
Emergency services	Building requires Emergency lighting & Exit signage throughout
Hazardous Materials	Asbestos possibly present in ablution areas – not conclusive.

Kiosk

Construction Type	Brick wall construction, metal roof
Condition	The building in in poor condition & currently access is restricted
EST construction	1950's
DDA Compliance	Internal steps. Access doorways generally are 820mm wide, require 920mm wide min. at each doorway.
Emergency services	Nil provided
Hazardous Materials	Asbestos possibly present in ablution areas – not conclusive.

Public Toilet Block adjacent to Canteen

Construction Type	Brick wall construction, metal roof
Condition	The building in in poor condition
EST construction	1950's
DDA Compliance	No Accessible WC provided
Emergency services	Nil provided
Hazardous Materials	Asbestos possibly present in ablution areas – not conclusive.

Netball Pavilion

Construction Type	Timber floor framing, timber framed walls & roof construction, timber clad/metal roof.
Condition	The building in in good condition.
EST construction	1960's
DDA Compliance	No Accessible WC provided, steps into building – no ramp. Access doorways generally internally are 820mm wide, require 920mm wide min. at each doorway.
Emergency services	Nil provided
Hazardous Materials	Asbestos present as per Asbestos & Hazardous Materials Report May 2019

Bowls Pavilion

Construction Type	Timber floor framing, timber framed walls, steel/timber roof construction, metal roof
Condition	The building in in good condition
EST construction	1960's
DDA Compliance	Existing ramp access to frontage non-compliant Access doorways generally internally are 820mm wide, require 920mm wide min. at each doorway. No Accessible WC provided
Emergency services	Nil provided
Hazardous Materials	Asbestos present to external/internal claddings, eaves etc – not conclusive

Croquet Pavilion

Construction Type	Timber floor framing, timber framed walls, steel/timber roof construction, metal roof
Condition	The building in in fair condition
EST construction	1950's
DDA Compliance	No Accessible WC provided, steps into building – no ramp access doorway is 820mm wide, require 920mm wide min. at each doorway.
Emergency services	Nil provided
Hazardous Materials	Asbestos present to external/internal claddings, eaves etc – not conclusive

Tennis Pavilion

Construction Type	Timber floor framing, brick veneer external framed walls, steel/timber roof construction, metal roof.
Condition	The building in in good condition – significant movement damage to brickwork
EST construction	1980's
DDA Compliance	Existing ramp access to frontage non-compliant Access doorways some are 820mm wide, require 920mm wide min. at each doorway, also; approach to doorways is non-compliant. Existing Disabled WC non-compliant to AS1428.1
Emergency services	Nil provided
Hazardous Materials	Asbestos present to external/internal claddings, eaves etc – not conclusive.

Golf/Racing Pavilion

Construction Type	Timber floor framing, metal weatherboard-clad external framed walls, steel/timber roof construction, metal roof
Condition	The building in fair/good condition – significant movement roof framing sagging & re-stumping required
EST construction	Varies
DDA Compliance	Existing ramp access to frontage non-compliant. Main double doorways is compliant, although most access doorways are 820mm wide, require 920mm wide min. at each doorway, also approach to doorways is non-compliant. Existing Disabled WC non-compliant to AS1428.1
Emergency services	Nil provided
Hazardous Materials	Asbestos present – not conclusive.

Racing Pavilions

Construction Type	Concrete Floor Slab, metal clad steel framed walls steel roof construction, metal roof.
Condition	The buildings are in good condition.
EST construction	Varies
DDA Compliance	Nil provided
Emergency services	Nil provided
Hazardous Materials	Asbestos evidence – not conclusive.

Public Toilet Building

Construction Type	Concrete Floor Slab, brick walls steel roof construction, metal roof
Condition	The building is in good condition
EST construction	Varies
DDA Compliance	No Accessible WC provided
Emergency services	Nil provided
Hazardous Materials	Asbestos evidence – not conclusive

Hockey Facilities

Construction Type	1. Relocatable Building metal clad styrene panels, metal roof. 2. 12m shipping container – storage shed.
Condition	The buildings are in good condition
EST construction	Relocated to site recently
DDA Compliance	Nil provided
Emergency services	Nil provided
Hazardous Materials	Nil

Swimming Pool Changerooms

Construction Type	Concrete Floor Slab, metal, f/c clad steel wall construction roof construction, metal clad styrene panels.
Condition	The buildings are in good condition.
EST construction	2010's
DDA Compliance	Compliant
Emergency services	Compliant
Hazardous Materials	Nil

ANA Shed

Construction Type	Earthen floor, metal clad shed steel/timber framed walls steel roof construction, metal roof.
Condition	The building is in fair condition
EST construction	1950's
DDA Compliance	Nil provided
Emergency services	Nil provided
Hazardous Materials	Asbestos evidence – not conclusive.

Poultry Shed

Construction Type	Earthen floor, metal clad shed steel/timber framed walls steel roof construction, metal roof.
Condition	The building is in fair condition
EST construction	1950's
DDA Compliance	Nil provided
Emergency services	Nil provided
Hazardous Materials	Asbestos evidence – not conclusive.

Sheep shed

Construction Type	Open shed, earthen floor, steel/timber framed walls, steel roof construction– structural steel showing significant rust deterioration
Condition	The building is in poor condition
EST construction	1940's
DDA Compliance	Nil provided
Emergency services	Nil provided
Hazardous Materials	Asbestos evidence – not conclusive.

WYCHEPROOF RECREATION AND RACECOURSE RESERVE MASTER PLAN SUMMARY 2021-2033



BULOKE
SHIRE COUNCIL



INTRODUCTION

WHERE IS THE RESERVE?

The Wycheproof Recreation and Racecourse Reserve is located on the Calder Highway in Wycheproof. Not only is the sporting hub of significance to user groups but is also highly valued by the broader community.

WHAT FACILITIES CURRENTLY EXIST AT THE RESERVE?

Football / cricket - A natural turf sports oval with training level lighting, a turf wicket, inground irrigation system, small portable grandstand. Both AFL football and cricket are played on the oval. One multi-purpose 2 storey pavilion featuring change rooms, social facilities, kitchen and bar. Cricket practice wicket with 2 nets

Netball - 2 netball courts with lighting and small clubhouse

Tennis - 12 lawn tennis courts, 2 sand-based synthetic grass tennis courts, lighting and clubhouse

Hockey - 1 hockey field with lights and two shipping containers, player shelters and water tanks

Lawn bowls - 1 lawn bowls facility featuring 2 greens, lights, overhead watering system, player shelters and a clubhouse

Croquet - 1 croquet green, lights, small club house with toilet and water tank, shelter

Swimming pool - 1 25 metre unheated swimming pool, 1 toddler pool, several shade sails and change rooms / kiosk

Golf - 1 18-hole sand scrapes golf course featuring a clubhouse (part of the golf course is inside the racetrack)

Horse racing - 1 racetrack featuring steward's room, bookie facilities, shelter, stables, race calling tower, toilets and bar. Jockeys currently use toilets at golf club

Events - Agricultural show sheds / pavilions (note that the show is no longer operational)

Roadway - Internal roads used by local residents for walking or dog walking.

Public toilets - 2 sets of outdoor public toilets

Caravan park - 1 caravan park (but this is outside the scope of this master plan)



WHO USES THE RESERVE?

Sporting activities such as football, netball, cricket, tennis, hockey, lawn bowls, croquet, golf, and horse racing all take place at the reserve. There are also opportunities for a range of informal non-organised activities such as swimming, play, walking and jogging / running. Although outside the scope of this master plan, there is a caravan park on site too.

WHY IS THIS SITE IMPORTANT TO THE COMMUNITY?

It is recognised that sport and recreation is of significant value to communities – not only for physical activity and health benefits, but for the social connections that can be made through participating, volunteering and spectating. To give sport and recreation the very best chance of surviving and ensuring the community can achieve the benefits that sport and recreation offer, such as improved health and wellbeing and strong social connections, it is important to identify community needs in terms of their desired activities; provide the types of facilities required to enable activities to occur; and support the clubs and organisations that deliver sport and recreation opportunities.

WHY DEVELOP A MASTER PLAN?

A twelve-year strategic master plan has been prepared with input from user groups, Buloke Shire Council, a variety of key stakeholders (government agencies and state sporting association) and the broader community to ensure that Wycheproof Recreation and Racecourse Reserve can continue to cater for the existing needs of its community and the future demands placed upon it. This strategic master plan identifies a number of priorities that the Wycheproof community believes are of critical importance in ensuring sustainability and the continuation of quality sport and active recreation opportunities. The Wycheproof community will use this strategic master plan to guide their decision making in relation to infrastructure developments over the next twelve years.

Buloke Shire, in partnership with Wycheproof Recreation and Racecourse Reserve Committee of Management has therefore developed this strategic master plan in order to identify the key actions that need to occur to ensure that the reserve continues to flourish and meet the sport and active recreation needs of the community both now and in the future.



VISION AND PLANNING PRINCIPLES

WHAT IS THE VISION AND THE PLANNING PRINCIPLES FOR THE RESERVE?

To help guide the future development and management of the Wycheproof Recreation and Racecourse Reserve, a shared vision and planning principles have been developed, utilising information from the staff and user group workshops. These planning principles are as follows:





PLANNING AND ENGAGEMENT

HOW DOES THE MASTER PLAN ALIGN WITH COUNCIL PLANS AND STRATEGIES?

The following Council plans and strategies were assessed, along with various statewide strategic plans, to understand the context in which the reserve exists and any policies or strategies which may impact upon future developments at the site.



HOW DID THE COMMUNITY CONTRIBUTE TO THE MASTER PLAN?

Extensive community consultation took place throughout the duration of this project. The key findings and survey responses are available in the Background Paper. This engagement included:



17 phone calls to user groups and key stakeholders



A meeting with a representative of Sport and Recreation Victoria and Regional Development Victoria



A community survey completed by 114 people



A workshop with 10 staff from Buloke Shire Council



A workshop was held with 17 users of the Wycheproof Recreation and Racecourse Reserve



Two community listening posts held in front of the Wycheproof IGA



One community listening post held at the Wycheproof Recreation Reserve



Two written submissions from local residents



ISSUES AND OPPORTUNITIES

WHAT ARE THE KEY ISSUES THAT THE MASTER PLAN ADDRESSES?

A range of issues have been instrumental in the development of this master plan. Some specific issues that acted as key drivers include:

ageing infrastructure which is nearing the end of its life and therefore requiring strategic decision-making around best investment options over coming years

desire by Wycheproof Golf Club and Wycheproof Racing Club to redevelop their facilities through increased accessibility and providing change facilities for female jockeys

questions around the long-term sustainability of some clubs and what this might look like in the future

potential for club mergers with neighbouring clubs

lack of compliance with Disability Discrimination Act (DDA) requirements and other relevant standards and guidelines (such as accessible toilets)

lack of facilities providing female friendly change facilities

desire to create better linkages with the town and the proposed wetlands area

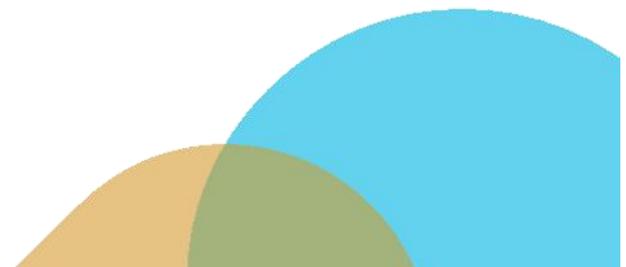
expand the diversity of active recreational opportunities available on site

desire to reduce the burden on volunteers and the cost of delivering sport

potential safety and risk management issues

desire to incorporate environmentally sustainable design features at the site

desire to improve overall functionality and amenity.





WHAT ARE THE KEY ACTIONS AND OPPORTUNITIES INCLUDED IN THE MASTER PLAN?

KEY PRIORITIES OF THE MASTER PLAN INCLUDE:

Legend:	\$ = less than \$50k	\$\$ = \$50k - \$99k	\$\$\$ = \$100k - \$249k	\$\$\$\$ = \$250k - \$499k	\$\$\$\$\$ = \$500k+
Priorities:	Quick win 0-12 months	High 1-3 years	Medium 4-7 years	Low 8 years +	

No.	Action	Lead and partners	Indicative cost	Priority
29	Install an electronic scoreboard on the oval.	Wycheproof – Narraport FNC	\$\$	Quick win
9	Install nets behind football goal posts	Wycheproof – Narraport FNC	\$	Quick win
u 41	Improve governance of WRRR	Buloke Shire Council All user groups	\$0	High
u 42	Identify roles and responsibilities of Buloke Shire Council and user groups	Buloke Shire Council All user groups	\$0	High
3	Undertake improvement works at golf club pavilion: a. Upgrade toilets and develop female jockey change facilities in golf building b. Undertake engagement and potentially develop plans for a shared golf / racing / tennis / community pavilion in 3-5 years' time c. Seek funding in 5+ years' time to develop a shared facility if feasible	a. Lead is Wycheproof Golf Club. Partners are Buloke Shire Council and Mt Wycheproof & District Racing Club b. Lead is Buloke Shire Council. Partners are Wycheproof Golf Club, Mt Wycheproof & District Racing Club, Wycheproof Tennis Club and other existing and potential user groups, e.g. Angling Club c. As above for 'b'.	\$	a. High b. Medium c. Medium low
5	Close entrance near football pavilion and develop new entrance near cricket nets	Buloke Shire Council Wycheproof - Narraport FNC	\$	High
6	Install fence between football oval and caravan park, plant low shrubs and seal roadway.	Buloke Shire Council	\$\$	High



Legend:	\$	\$\$	\$\$\$	\$\$\$\$	\$\$\$\$\$
	= less than \$50k	= \$50k - \$99k	= \$100k - \$249k	= \$250k - \$499k	= \$500k+
Priorities:	Quick win	High	Medium	Low	
	0-12 months	1-3 years	4-7 years	8 years +	

No.	Action	Lead and partners	Indicative cost	Priority
7	Provide water and power for events on / near the oval and near the racecourse reserve and purchase a mobile sound shell / staging	Buloke Shire Council	\$\$	High
8	Replace the reserve ticket box and add storage for the cricket club in the future if required following closure of existing entrance.	Wycheproof - Narraport FNC Wycheproof Cricket Club	\$	Quick win
13 and 14	Support the development of the wetlands plan, including public toilet construction	Buloke Shire Council	Costed separately	High
15	Construct picnic facilities - shelter, BBQ, picnic tables, public art and grassed area	Buloke Shire Council	\$\$\$	High
16	Install walking paths around the reserve	Buloke Shire Council	\$\$\$	High
17	Construct a pump track and skate park	Buloke Shire Council	\$\$\$\$	High
22	Upgrade the kitchen in the football pavilion	Wycheproof - Narraport FNC Buloke Shire Council	\$\$	High
26	Develop a BBQ area in the Green Mill area	Wycheproof - Narraport FNC	\$	High
30	Develop emergency vehicle access	Buloke Shire Council	\$	High
31	Develop a pedestrian-safe zone	Buloke Shire Council	\$	High
33	Construct a nature-based play area	Buloke Shire Council	\$	High
35	Construct a new netball court, lighting and shelters.	Wycheproof - Narraport FNC	\$\$\$\$	High
37	Develop a multi-sport change facility	Buloke Shire Council Netball, football, hockey, bowls and croquet clubs	\$\$\$\$\$	High
38, 39 & 40	Install additional shade for pool lifeguards, buy pool blanket and fix fence	Buloke Shire Council	\$\$	High



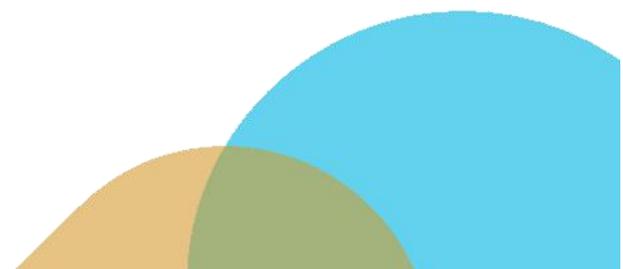
Legend:	\$	\$\$	\$\$\$	\$\$\$\$	\$\$\$\$\$
	= less than \$50k	= \$50k - \$99k	= \$100k - \$249k	= \$250k - \$499k	= \$500k+
Priorities:	Quick win	High	Medium	Low	
	0-12 months	1-3 years	4-7 years	8 years +	

No.	Action	Lead and partners	Indicative cost	Priority
u 43	Potentially employ someone to maintain facilities.	WRRR Committee of Management	\$	Medium
2	Install directional signage on Calder Highway	Buloke Shire Council VicRoads	\$	Quick win
10	Install wayfinding signage in the reserve	Buloke Shire Council	\$	Medium
11	Install interpretive signage	Buloke Shire Council	\$	Medium
12	Install outdoor fitness equipment near the wetlands.	Buloke Shire Council	\$\$	Medium
18	Develop a multi-purpose space	Buloke Shire Council	\$	Medium
19	Construct a fenced off-leash fenced dog park	Buloke Shire Council	\$\$	Medium
20	Demolish the toilet block near the hockey field and construct a storage shed for sports field maintenance equipment.	Buloke Shire Council	\$	Medium
21	Upgrade hockey playing surface, remove shipping containers and construct a basic storage unit with shelter and viewing areas attached.	Wycheproof-Narraport Hockey Club	\$\$\$	Medium
22	Install a shaded viewing area in front of the football pavilion.	Wycheproof - Narraport FNC	\$	Medium
24	Replace the toilet block near the football pavilion with a block of unisex toilets.	Buloke Shire Council	\$\$\$	Medium
25	Install new coaches' boxes next to the oval.	Wycheproof - Narraport FNC	\$	Medium
34	Install lights and shelter on the croquet courts and upgrade one of the courts to A Grade standard.	Wycheproof Croquet Club	\$\$\$	Medium
36	Construct a synthetic bowling green with lights and shelters.	Wycheproof Bowls Club	\$\$\$\$	Medium



Legend:	\$	\$\$	\$\$\$	\$\$\$\$	\$\$\$\$\$
	= less than \$50k	= \$50k - \$99k	= \$100k - \$249k	= \$250k - \$499k	= \$500k+
Priorities:	Quick win	High	Medium	Low	
	0-12 months	1-3 years	4-7 years	8 years +	

No.	Action	Lead and partners	Indicative cost	Priority
4	Construct a storage shed for tennis	Wycheproof Tennis Club	\$	Low
22	Upgrade the bar and cool room in the football pavilion.	Wycheproof – Narraport FNC	\$	Low
22	Modify the football pavilion entrance ramp.	Buloke Shire Council	\$	Low
27	Construct a small covered in grandstand.	Wycheproof – Narraport FNC	\$	Low
28	Resurface football oval.	Wycheproof – Narraport FNC Wycheproof Cricket Club	\$\$\$	Low
32	Develop an informal activity space, e.g. bocce.	Buloke Shire Council	\$	Low
1	Establish designated parking areas.	Buloke Shire Council	\$\$	Ongoing
23	Retain the old pavilion and kiosk.	Buloke Shire Council	\$0	Ongoing
44	Remove any unused buildings – sheep shed, poultry pavilion and ANA Society Pavilion (as new facilities are constructed)	Buloke Shire Council	Costed separately	Ongoing
u 45	Plant additional trees around the entire site.	Buloke Shire Council Landcare	\$	Ongoing



8.2.4 DRAFT AUDIT AND RISK COMMITTEE MEETING MINUTES 1 DECEMBER 2021

Author's Title: Director Corporate Services

Department: Corporate Services

File No: FM/02/09

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

To provide Council with the draft minutes of the Audit and Risk Committee Meeting held on 22 September 2021.

SUMMARY

The draft Audit and Risk Committee minutes are attached for the information of Council.

RECOMMENDATION

That Council notes the draft Minutes of the Audit and Risk Committee meeting held on 22 September 2021.

Attachments: 1 Draft Minutes Audit and Risk Committee Meeting 1 Dec 2021

DISCUSSION

The Audit and Risk Committee (the Committee) is a statutory committee of Council which considers matters of governance, finance and risk management. The Committee is comprised of three independent members and the Mayor. The Committee provides advice on the integrity and effectiveness of Council's financial reporting and risk management system.

At the meeting held, the Committee considered the following matters:

- Outstanding Action Items
- Audit and Risk Committee Work Plan
- Asset Management update
- Internal Audit progress update and status report
- VAGO Final Management letter
- Draft Procurement Policy
- Draft Corporate Card Policy
- Internal Audit – Debtor Management Audit
- Draft Internal Audit Strategic Plan
- Internal Audit update
- Risk Management
- Legislative Compliance
- Local Government Inspectorate Report: Personal Interest Returns
- Buloke Shire Council Draft Annual Report
- Councillor Reimbursements
- Financial Performance report as at 30 September 2021

- Audit and Risk Committee Self-assessment outcomes
- Audit and Risk Committee 2022 Meeting Schedule
- Draft 2022 Audit and Risk Committee Work Plan
- Debtor write off
- 2021-22 Budget Timetable

RELEVANT LAW

Council is required under the *Local Government Act 2020* to establish and maintain an Audit and Risk Committee.

RELATED COUNCIL DECISIONS

The Committee was established by Council at its meeting held on 12 August 2020.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

Not applicable.

INNOVATION AND CONTINUOUS IMPROVEMENT

The Committee provides guidance and recommendations that result in improvements to methods and systems of Council.

COLLABORATION

Councillors and senior staff are invited to attend, and present as required at Committee meetings. Recommendations from the Committee are communicated to relevant staff members for action.

FINANCIAL VIABILITY

The costs associated with the Committee are considered in the Annual Budget.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

The Audit and Risk Committee Charter was adopted by Council on 12 August 2020.

TRANSPARENCY OF COUNCIL DECISIONS

The Committee is considered an essential element of good governance, monitoring Council's financial and performance reporting, monitoring and providing advice on risk management and overseeing internal and external audit functions. The draft minutes are provided to Council to consider the activities undertaken by the Committee.

CONFLICTS OF INTEREST

No officer involved in the preparation of this report has a conflict of interest.



AUDIT AND RISK COMMITTEE MEETING

MINUTES

Wednesday 1 December 2021

Commencing at 10:00 am

**Wycheproof Hall Supper Room
367 Broadway Wycheproof**

**Wayne O'Toole
Interim Chief Executive Officer
Buloke Shire Council**

ORDER OF BUSINESS

1. WELCOME

The Chair opens the meeting and welcomes those present.

2. RECEIPT OF APOLOGIES

Cr David Pollard

3. ATTENDEES

Margaret Abbey PSM (Chair), Dean Sleigh (Member - via Zoom), Bernard Young (Member), Cr Daryl Warren (Mayor), Wayne O'Toole (Interim CEO), Hannah Yu (Director Corporate Services), Travis Fitzgibbon (Director Community Development) Aileen Douglas (Acting Director Works and Technical Services), Zoe Watts (Manager Governance), Kathie Teasedale (RSD Audit – via Zoom), Paul Harrison (RSD Audit – via Zoom), Cr Simpson, Dan McLoughlan (Manager Assets), Denise Dillon (Acting Manager Finance), Jen Hewett (Governance Officer)

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOTION:

That the Audit and Risk Committee adopt the Minutes of the Audit and Risk Committee Meeting held on Wednesday, 22 September 2021.

MOVED: BERNARD YOUNG

SECONDED: DEAN SLEIGH

CARRIED.

Minutes were confirmed and signed by Chair.

5. CHIEF EXECUTIVE BRIEFING

Briefing by Chief Executive Officer to the Audit and Risk Committee Meeting including any legal matters.

The rating system (Councilwise) has been implemented.

Council is seeking funding from Round 2 Rural Council Transformation Program with Yarriambiack and Ararat Councils.

Council has had no further cyber events since the event experienced in June 2021. A post incident report resulted in a range of recommendations to strengthen council's cyber security.

Council has a large number of capital projects that have a number of challenges, such as obtaining tenders or quotes, availability of contractors and price increases.

Victorian Government is undertaking a cultural review of Victorian Councils.

With regard to recruitment, there are a number of CEO vacancies both in Buloke and neighbouring Councils, such as, Yarriambiack, Swan Hill and Mildura. Recruitment of staff continues to be difficult.

Council has not yet received advice regarding the External Auditor from VAGO.

Buloke Shire Council Audit and Risk Committee Meeting Minutes

Wednesday, 1 December 2021

A report is going to the December Council seeking approval to recover outstanding rates to sell properties under s181 of the Act.

There has been a change in the financial reporting regime to report quarterly rather than monthly to be able to provide a more detailed analysis.

COVID-19 continues to have an impact. Pool operations staff at pools must be double vaccinated.

The allocation of funds from the Local Roads Community Infrastructure program was discussed at the last Council meeting.

Cr. Warren was re-elected as Mayor and Cr Getley was elected Deputy Mayor at a meeting held in November.

The Climate Change Adaption Strategy has been adopted.

Emergence of risk associated with cultural heritage considerations.

6. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of interest.

7. MATTERS FOR DECISION / DISCUSSION / NOTING

7.1	OUTSTANDING ACTION ITEMS	5
7.2	REVIEW OF AUDIT AND RISK COMMITTEE WORK PLAN	7
7.3	ASSET MANAGEMENT UPDATE	8
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7.8	DRAFT INTERNAL AUDIT STRATEGIC PLAN	14
7.9	INTERNAL AUDIT UPDATE	15
7.10	RISK MANAGEMENT	16
7.11	LEGISLATIVE COMPLIANCE REGISTER	18
7.12	LOCAL GOVERNMENT INSPECTORATE REPORT: PERSONAL INTEREST RETURNS	19
7.13	BULOKE SHIRE COUNCIL DRAFT ANNUAL REPORT	22
7.14	COUNCILLOR REIMBURSEMENTS	23
7.15	FINANCIAL PERFORMANCE REPORT AS AT 30 SEPTEMBER 2021	24
7.16	AUDIT AND RISK COMMITTEE SELF-ASSESSMENT SURVEY OUTCOMES	28
7.17	AUDIT AND RISK COMMITTEE 2022 MEETING SCHEDULE	32
7.18	DRAFT 2022 AUDIT AND RISK COMMITTEE WORK PLAN	33
1.1	DEBTOR WRITE OFF	34
1.2	2021-22 BUDGET TIMETABLE	35

9. ANY OTHER BUSINESS

10. MEETING CLOSE

NEXT MEETING

THE NEXT AUDIT AND RISK COMMITTEE MEETING WILL BE HELD IN WYCHEPROOF HALL SUPPER ROOM ON 2 FEBRUARY AT 1PM.

Wayne O'Toole

INTERIM CHIEF EXECUTIVE OFFICER

7. MATTERS FOR DECISION / DISCUSSION / NOTING

7.1 OUTSTANDING ACTION ITEMS

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

PURPOSE

To inform the Audit and Risk Committee of the current status of actions from internal and external audit and relevant regulatory reports.

MOTION:

That the Audit and Risk Committee:

1. Notes the status of the outstanding actions
2. Approves the completed action

MOVED: DEAN SLEIGH

SECONDED: BERNARD YOUNG

CARRIED.

Attachments: 1 [⇒ Outstanding Action Items](#)

KEY POINTS / ISSUES

Council staff are required to provide updated commentary and to advise when an action is complete. Once completed items are to the satisfaction of the Audit and Risk Committee, the action will be removed from the report.

Current comments are indicated by red font.

DISCUSSION

The Committee was informed that the Fleet Management Policy is on track to be completed by the end of December 2021. A recommendation for Council to support a joint application for Round 2 of the Rural Council Transformation Program for funding to align software systems which includes the implementation of an EDRMS to address the record keeping actions.

In response to a question regarding the management of the risks in the outstanding actions list, particularly where dates have been pushed back, the Committee was informed that although many of the actions are incomplete, some are due to the finalisation of documentation. E-learning modules have

been introduced to educate staff on policies and Asset Management policies have been implemented prior to the finalisation of the overarching Asset Plan that is required to be in place by 1 July 2022.

The Committee asked if Council was managing the challenge of recruiting a new CEO when there are several neighbouring Councils also recruiting CEO's, climate issues and COVID as a collective risk or individually. They were informed that Council is looking both individually and as a collective risk. Council has BCP's implemented, COVID still offers challenges and Council is looking at staff returning to offices in the new year but considering working from home options to retain and attract staff. Emergency Management is a constant challenge, however there is support from relevant agencies, in addition to broader reliance on volunteers.

7.2 REVIEW OF AUDIT AND RISK COMMITTEE WORK PLAN

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

PURPOSE

To provide an updated status of the Audit and Risk Committee Work Plan

MOTION:

That the Audit and Risk Committee note and review the Work Plan

MOVED: DEAN SLEIGH

SECONDED: BERNARD YOUNG

CARRIED.

Attachments: 1 [⇒2021 Audit and Risk Committee Work Plan](#)

KEY POINTS / ISSUES

The work plan incorporates all matters that have been considered or will be considered by the Audit and Risk Committee over a twelve-month period.

The attached annual work plan has been populated to show the status of current documents and processes, and key documents and initiatives to be to be considered within the 2021 meeting schedule, that are known.

It should be noted that the proposed internal audit program may be subject to change based on the revised internal audit program to be undertaken by Council's Internal Auditor.

The work plan is a dynamic document. It will be reviewed and adjusted at each meeting of the Audit and Risk Committee and additional items shall be added as they become known.

DISCUSSION

The Committee considered the status of the Work Plan.

7.3 ASSET MANAGEMENT UPDATE

Author's Title: Manager Assets

Department: Works and Technical Services

File No: FM/02/09

PURPOSE

To provide Audit and Risk Committee an update on the status of the Asset Management processes and frameworks.

RECOMMENDATION

That the Audit and Risk Committee note the report.

NOTED

Attachments: Nil

KEY POINTS / ISSUES

The Asset Management Policy and Strategy was adopted by Council at the June 2021 Meeting.

Council is required by the *Local Government Act 2020* to adopt a Strategic Asset Management Plan by 30 June 2022. This plan will provide clarity and direction for everyone within Council. Crucially it will give the Asset Management Committee (AMC) guidance in its approach for developing further Asset Management Plan in specific asset areas to prepare comprehensive Asset Management Manual.

Council Officers have formed an AMC to oversee the development of the Strategic Plan and subsequent Asset Management Plans. This committee acts to bring together relevant internal stakeholders at Management and Director level. The AMC is currently preparing a draft Strategic Asset Management Plan which is schedule for discussion at the Audit and Risk Committee meeting anticipated in May 2022.

Concurrently, the AMC has been preparing specific Asset Management Plans with the assistance of an external consultant. Officers have the Transport Asset Management Plan (Encompassing Roads, Footpaths, Kerb and Channel and Bridges) and Drainage Management Plan currently in final draft.

Furthermore, officers are reviewing the Road Management Plan (RMP) requirements. To this end, a series of 12 community consultation sessions have been conducted, crucially prior to our agricultural industry commencing harvest. Over a three-week period, sessions were held in townships during the day and at Rural CFA sheds in the evening.

The sessions included a presentation outlining:

- Provide overview of the Act
- The current RMP with particular reference to the road hierarchy, classification and correlated specification
- Council's responsibilities
- Council current service level and our community desired service level
- The current asset renewal gap and forecast based on Councils LTFP

A workshop followed that had the following discussion points:

- Immediate concerns with the road network
- Priority unsealed road – Mutually agreed strategic unsealed roads
- Rationalisation of minor roads (wildlife/ livestock corridors)
- Vegetation management envelope review– access for large equipment
- New road classification to allow for intensive industries etc.
- Special payment scheme – contribution

The data from those sessions has been collated and a summary report will be provided to Council at the first Briefing of 2022.

DISCUSSION

In response to a question regarding feedback from the consultation process, the Committee was informed that the process started with robust conversations as community did not understand that the 2014 rationalisation of assets was a necessity rather than a strategic decision. The discussions identified the change in farming methods such as intensive farming and on farm grain storage and the needs from these activities.

7.4 FINAL MANAGEMENT LETTER - VAGO 2020-21 AUDIT

Author's Title: Director Corporate Services

Department: Corporate Services

File No: FM/02/09

PURPOSE

To formally table the Victorian Auditor General Office (VAGO) Closing Report for endorsement and inform the Audit and Risk Committee of the contents of the Final Management Letter for 2020-21.

MOTION:

That the Audit and Risk Committee endorse the VAGO Closing Report and note the Final Management Letter

MOVED: DEAN SLEIGH

SECONDED: BERNARD YOUNG

CARRIED.

Attachments: 1 [⇒Closing Report](#)
2 [⇒Final Management Letter](#)

KEY POINTS / ISSUES

The Final Management Letter from VAGO regarding the outcomes of the 2020-21 Audit has been attached for the information of the Audit and Risk Committee (Committee).

It is noted that:

- Council's External Auditor discussed the Closing Report at the last Committee meeting, and the endorsement at the December 2021 meeting is a procedural matter.
- There are no issues of significance arising as a result of the Audit.

DISCUSSION

The Committee noted that this item was discussed at the previous meeting and endorsed the Closing Report and noted the Final Management Letter.

7.5 PROCUREMENT POLICY

Author's Title: Manager Governance

Department: Corporate Services

File No: CM/14/17

PURPOSE

To inform the Audit and Risk Committee of the intention to adopt a new Procurement Policy for a period of 4 years in compliance with the *Local Government Act 2020* (the Act).

MOTION:

That the Audit and Risk Committee endorse the attached Procurement Policy.

MOVED: DEAN SLEIGH

SECONDED: BERNARD YOUNG

CARRIED.

Attachments: 1 [⇒ Procurement Policy](#)

KEY POINTS / ISSUES

The Act requires each council to prepare and adopt a Procurement Policy (Policy) which specifies the principles, processes and procedures which will apply in respect of the purchase of goods, services and carrying out of works by the Council. The Policy must seek to promote open and fair competition and value for money.

The Policy sets out a contract value of \$250,000 (exc. GST) above which Council must invite a tender, the criteria which will be used to evaluate value for money, the process for collaboration with other councils and public bodies and the process to be undertaken in inviting a public tender.

The Policy also outlines the measures the Council will take in reducing its' environmental impacts and confirms the Council's commitment to considering the long-term and cumulative effects of procurement activities and decisions.

The Policy complies with sections 108 and 109 of the Act.

DISCUSSION

The Committee endorsed the Policy.

7.6 DRAFT CORPORATE CARD POLICY

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/02/09

PURPOSE

To provide draft Corporate Card Policy for consideration of the Audit and Risk Committee.

MOTION:

The Audit and Risk Committee endorse the draft Corporate Card Policy

MOVED: BERNARD YOUNG

SECONDED: DEAN SLEIGH

CARRIED.

Attachments: 1 [⇒Corporate Card Policy - Draft](#)

KEY POINTS / ISSUES

The Council's Corporate Card Policy is due for review in accordance with the Policy review schedule.

The Corporate Card policy aims to set out key controls in the issue and use of Corporate Cards by the staff. Council currently has 5 debit cards issued for staff use, with financial limits of \$200 for general staff, \$3,000 for the Director Community Development, \$1,000 for the Director Works and Technical Services. The Chief Executive Officer (CEO) Corporate Card was cancelled on 21 May 2020. Council does not issue credit cards to staff.

There are no significant changes proposed in the current Draft Policy, which has been updated to reflect the recent inclusion of Chief Executive Officer Corporate Card transactions as a standing report to the Audit and Risk Committee.

DISCUSSION

The Committee endorsed the Policy.

7.7 INTERNAL AUDIT - DEBTOR MANAGEMENT (INCLUDING RATES COLLECTION)

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/09

PURPOSE

To inform the Audit and Risk Committee of the Debtor Management (including Rates Collection) audit undertaken by RSD Audit.

RECOMMENDATION

That the Audit and Risk Committee note the Debtor Management (including Rates Collection) Internal Audit Report undertaken by RSD Audit.

NOTED

Attachments: 1 [Internal Audit - Debtor Management \(including Rates Collection\)](#)

KEY POINTS / ISSUES

Council's Internal Auditors, RSD Audit, undertook a review of Council's Debtor Management (including Rates Collection) processes in accordance with Council's Internal Audit Plan.

The internal audit was undertaken in March 2021 and actions arising from the report will be incorporated into the Outstanding Action Items Report.

DISCUSSION

The Committee was informed the main issues arising from the audit was a lack of documented policies and procedures resulting in an inability of Council to take proactive actions.

In response to a question regarding the level of grant debtors being at 39% at the time of the audit, the Committee was informed that this was an anomaly for that specific time, and there is no concern regarding grant debtors.

7.8 DRAFT INTERNAL AUDIT STRATEGIC PLAN

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

PURPOSE

To provide the Audit and Risk Committee with the updated Strategic Internal Audit Plan 2022-24 and the Internal Audit Annual Plan for 2022.

MOTION:

That the Audit and Risk Committee endorse the Strategic Internal Audit Plan 2022-24 and Annual Plan 2022.

MOVED: DEAN SLEIGH

SECONDED: BERNARD YOUNG

CARRIED.

Attachments: 1 [⇒ Strategic Internal Audit Plan 2022-24](#)

KEY POINTS / ISSUES

The Strategic Internal Audit Plan 2021 – 2023 was endorsed by the Audit and Risk Committee at its meeting on 10 February 2021 and is reviewed annually. The objectives of the Internal Audit program are to provide a risk based, cyclical, strategic plan which focuses on the organisations risks and internal control systems.

Following discussions with Council's Internal Auditor, Council staff have advised that there would be greater benefit in postponing the procurement internal audit until October 2022, to allow time for Council's new Procurement Policy, associated procedure and updated manuals to be rolled out across the organisation. An audit under the updated procurement framework is viewed as being most beneficial. The Strategic Internal Audit Plan has been updated to reflect this proposed change.

DISCUSSION

The Committee endorsed the 2022 Annual Plan and the Strategic Internal Audit Plan 2022-24 including the proposed changes.

7.9 INTERNAL AUDIT UPDATE

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

PURPOSE

To provide an update to the Audit and Risk Committee from Council's Internal Auditors on recent reports and publications of interest.

RECOMMENDATION

That the Audit and Risk Committee note the Internal Audit Update Report received from Council's Internal Auditors – RSD Audit.

NOTED

Attachments:

KEY POINTS / ISSUES

RSD Audit has provided a summary of recent reports and publications by government agencies and other sources that may impact on public sector agencies.

The Internal Audit Update Report is attached.

DISCUSSION

The Committee noted the report.

7.10 RISK MANAGEMENT

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/09

PURPOSE

To provide an update on the status of Risk Management within Council.

RECOMMENDATION

That the Audit and Risk Committee note the status of Council's Risk Register.

NOTED

Attachments: Nil

KEY POINTS / ISSUES

Council and management are responsible for reviewing all major strategies, plans and actions to identify risks to the organisation. Additionally, management is responsible for establishing and maintaining an effective system of internal controls that support the achievement of Council's objectives.

The Risk Register is a useful tool in providing an analysis of Council's key risks. It ensures there is a common and consistent understanding of risks to Council. The Risk Register also is a means of communicating key risks to the Audit and Risk Committee.

As outlined in previous reports to the Committee, Council's risk management maturity is low. To further address some of the outstanding actions from the Risk Management Audit, provision has been made in the 2021/22 budget. Additional quotations have been sought since the last Audit and Risk Committee meeting to ensure the procurement of external support is in line with Council's Procurement Policy and associated procedure. Council staff expect to make an appointment prior to the next Audit and Risk Committee meeting. Further staff training in risk management will occur in 2022, noting that some training was undertaken with staff in the last financial year to assist with procurement/project-related risk mitigation for the organisation.

In the interim, the current organisational risk profile which reports residual risk is produced below. Not all risks have been reassessed and some will still show an assessed inherent risk.

**Organisational Risk Profile
Buloke Shire Council
September 2021**

Likelihood	Consequences				
	1 : Insignificant	2 : Minor	3 : Moderate	4 : Major	5 : Extreme
RARE: A. Highly unlikely to occur in the next 5 years	2	5	5	3	2
UNLIKELY: B. Slight possibility of occurring in the next 5 years	2	18	35	5	0
POSSIBLE: C. 50/50 chance of occurring in the next 3 - 5 years	1	16	25	6	0
LIKELY: D. 50/50 chance of event occurring in next 3 years	0	5	8	2	0
ALMOST CERTAIN: E. likely to occur once in the next 12 months	0	7	5	1	0

DISCUSSION

The Committee noted the report.

7.11 LEGISLATIVE COMPLIANCE REGISTER

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

PURPOSE

To provide the Audit and Risk Committee with the status of items in the Legislative Compliance Register.

RECOMMENDATION

That the Audit and Risk Committee note the Legislative Compliance Register

NOTED

Attachments: 1 [⇒ Compliance Register](#)

KEY POINTS / ISSUES

A Legislative Compliance Register has been developed containing items for compliance pursuant to the *Local Government Act 1989* (LGA89), the *Local Government Act 2020* (LGA20) and associated regulations.

Compliance obligations have been included in the report, taking into consideration the commencement dates of the various sections of the LGA20. Items for compliance to other legislation are being added progressively as these items are identified.

The Legislative Compliance Framework places the responsibility on individual departments to identify compliance items and to notify the Governance Team for inclusion into the Register. The subscription service offered through the Reliansys compliance module provides Council with alerts when there are changes to key legislation monitored by that service provider.

The Register provides for:

- Identification of legislative obligations and assignment to staff members.
- The setting of due dates. The system will send reminder emails to staff members when their assigned obligation is near due, minimising non-compliance risks.
- An assessment of items of compliance / non-compliance (labelled as "Complies", "Partially Complies", "Does not comply" and "Not yet assessed"). Comments are required to be added into the Register when signing off as "Complies" or "Partially Complies". The obligations "Not yet Assessed" are those obligations that have come from new or changed legislation and have not yet reached their first due date.

DISCUSSION

The Committee noted the report and commented that Council's risk maturity has progressed well in this space.

7.12 LOCAL GOVERNMENT INSPECTORATE REPORT: PERSONAL INTEREST RETURNS

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

PURPOSE

To provide the Audit and Risk Committee an overview of the report from the Local Government Inspectorate: Personal Interest Returns: encouraging disclosure and increasing transparency.

RECOMMENDATION

That the Audit and Risk Committee note the overview of the Local Government Inspectorate: Personal Interest Returns

NOTED

Attachments: Nil

KEY POINTS / ISSUES

The Local Government Inspectorate (LGI) published their report "Personal Interest Returns: Encouraging disclosure and increasing transparency" during October.

The LGI conducted a review of personal interest returns completed under the *Local Government Act 1989* between October 2016 to February 2020 for all Councillors. They examined a high-level review for compliance for 61 of the 79 councils and a more detailed review for the remaining 17 councils.

Overall, LGI identified a high level of non-compliance with 51% not completing at least one return strictly in line with s81 of the *Local Government Act 1989*.

The LGI also undertook a review of Personal Interest Summaries prepared under the *Local Government Act 2020* (the Act) and identified that there remains a lack of transparency and improvements on guidance material still needs to be undertaken. It also indicated that there is a large inconsistency in how councils present the summaries, when they publish the summaries and variances in the number of nominated officers, ranging from no nominated officers to one council publishing the interests of 333 council officers.

As a part of their investigation LGI surveyed Councillors and Officers involved in administering the scheme, and whilst several of similar issues were identified by both cohorts, there were variances in the expectations of the role of the officers administering the scheme and the importance of completing the personal interest declarations accurately. There was no recommendation made relating to the expectations of the role of council officers administering the personal interest returns. At Buloke, the administration only includes recording the information and being compliant to the Act and the Regulations, the onus to complete the form accurately is on the specified person completing the form. According to the report, this is not the case in all councils.

The report also indicated that whilst the Act prescribes a penalty for non-lodgement of returns, or providing false or misleading information, the only way to make sanctions is to prosecute through the courts. The report has suggested that the Act should be amended to allow for infringement fines to be issued for the most serious breaches, and introduce non-monetary sanctions for non-compliance, such as suspension or disqualification from office and include a mandatory reporting system for non-compliance.

The Report provided 14 recommendations, 8 were recommendations for changes to the Act and/or the Regulations, including a recommendation to allow for the LGI to issue infringements or apply sanctions on Councillors who do not comply. There were 5 recommendations made for LGV mainly to improve resource material and communications and 1 recommendation made for councils to undertake annual training for nominated officers and delegated committee members to improve their knowledge of the process.

The recommendations included:

- Councils to introduce annual training for nominated officers and delegated committee members to increase knowledge of the personal interest return process.
- Amend the Act to include a deadline for submissions and publishing the summary on council websites.
- Amend the Act to have all summaries available on the website for the duration of the council term.
- Include a schedule in the regulations for the Summary for consistency across all councils.
- Include a schedule in the regulations for Personal Interest Declarations.
- Include the topic of Personal Interest Returns into Councillor Induction training.
- Annual Refresher training for Councillors for Personal Interest Returns.
- Amend the Act to give specific powers to the LGI to issue infringement notices for serious breaches.
- Amend the Act to introduce non-monetary sanctions for Councillors who consistently breach the requirements, e.g., suspension, disqualification.
- Amend the Act to make it mandatory for the CEO to report breaches.
- LGV should provide more guidance to councils to determine which staff should qualify as nominated officers and a standard approach to preparing summaries.
- LGV should finalise draft material, such as Person Interests Declaration forms, ensuring they are in plain English and provide supporting information on how to complete the forms including providing examples. This information should be easily accessible on the LGV website.
- LGV should communicate to councils and councillors the importance of completing the declarations timely and accurately and are relied upon by IBAC and other investigative bodies.
- LGV should provide regular updates to councillors to remind them of their obligations and to keep them informed about legislative amendments in relation to personal interests returns.
- LGV should investigate the feasibility of creating a common electronic form that provides a standardised personal interest return template that councils can incorporate into their IT platforms.

The current practice at Buloke is to inform Councillors and nominated officers with an overview of the requirements and to complete the form when they become due, in March and September each year. Forms not received within 2 weeks of the due date are followed up. The forms that Council uses, were developed by LGV during the engagement phase of the implementation of the Act.

The summary is prepared and includes information that is prescribed by the Regulations. A review of the format of Summaries at several other Councils has shown that no 2 formats are the same.

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Only the summary of the last submitted returns is shown on Council's website as required by the Regulations. Information of officers who are no longer employed by Council is removed from the summary – the Act and the Regulations are silent on this. Summaries are saved in Council's records management system.

DISCUSSION

The Committee noted the report.

7.13 BULOKE SHIRE COUNCIL DRAFT ANNUAL REPORT

Author's Title: Director Community Development

Department: Community Development

File No: FM/02/09

PURPOSE

The purpose of this report is to provide the Audit and Risk Committee with the 2020-2021 Annual Report.

RECOMMENDATION

That the Audit and Risk Committee notes the Buloke Shire Council Annual Report 2020-2021 presented as an attachment to this report.

NOTED

Attachments: 1 [⇒Buloke Shire Annual Report 2020-21](#)

KEY POINTS / ISSUES

The *Local Government Act 2020* (the Act) require each Council in Victoria to prepare an Annual Report for each financial year.

The Annual Report is Council's highest level reporting document to the State Government and the community. While Council has a statutory obligation to produce an Annual Report, it is also an opportunity to demonstrate Council's service delivery and performance to the community regarding Council activities over the past financial year.

The *Local Government Act 2020* requires that Councils prepare an Annual Report each financial year. A further requirement is for Council to meet to consider the Annual Report no later than one month after Council has sent the report to the Minister for Local Government.

The report highlights the incredible amount of work that the Council has undertaken on behalf of the Buloke community in the 2020-2021 year.

In September of this year the Acting Minister for Local Government extended the normal submission date to 30 November 2021 due to the COVID-19 pandemic.

The Annual Report 2020-2021 was formally submitted to the Minister for Local Government on 24 November 2021.

DISCUSSION

The Committee noted the Annual Report and commented that the report is an outstanding recognition of the diversity of the work that has been done. It is a good looking report, representing community involvement and the staff are to be congratulated for their contributions.

7.14 COUNCILLOR REIMBURSEMENTS

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/02/09

PURPOSE

To note the report on reimbursement of Councillor expenses in accord with section 40(2) of the *Local Government Act 2020* and reimbursements to the Chief Executive Officer.

RECOMMENDATION

That the Audit and Risk Committee note the report of reimbursements of Councillor expenses.

NOTED

Attachments: 1 [⇒ Councillor Reimbursements](#)

KEY POINTS / ISSUES

Section 40 of the *Local Government Act 2020* requires Council to reimburse Councillors or members of a delegated committee for out-of-pocket expenses, and to provide details of all reimbursements under this section to the Audit and Risk Committee.

Council has adopted a Councillor Expenses Policy that provides information on what expenses can be reimbursed, and the conditions of the reimbursement;

- Must be a bona fide expense;
- Have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- Are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

The attached report itemises all reimbursements to Councillors from 9 September 2021 to 23 November 2021, there were no reimbursements made to the CEO or Interim CEO.

DISCUSSION

The Committee noted the reimbursement of councillor expenses.

7.15 FINANCIAL PERFORMANCE REPORT AS AT 30 SEPTEMBER 2021

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/02/09

PURPOSE

To present to the Audit and Risk Committee the draft financial statements for the period ending 30 September 2021.

RECOMMENDATION

That the Audit and Risk Committee Meeting note the Draft Financial Performance Report as at 30 September 2021.

NOTED

- Attachments:**
- 1 ⇨ Income Statement
 - 2 ⇨ Balance Sheet
 - 3 ⇨ Cashflow Statement
 - 4 ⇨ Capital Works Program

KEY POINTS / ISSUES

SUMMARY

The forecasted year-end surplus in the approved budget was \$10.816m but is currently expected at \$10.386m. Significant amendments have been included in the 2021-22 budget since Council's approval.

The amendments increase both Council income and expenses as most are generated by additional grants received and related expenditure. However, some budget amendments have negatively impacted to the forecasted year-end Operating Net Surplus by approximately \$600K.

DISCUSSION

Report:	Report explanation:	Year to date performance to Budget and Forecast outcome:
Income Statement	<i>The Income Statement provides a summary of the total income and total expenditure relating to Council's annual operations for the reporting period. Capital grant income is included in this statement, but any related expenditure is not reflected as this is reported as increased assets on the Balance Sheet. To exclude potential distortion of underlying operations in the Income Statement,</i>	Operating result: <ul style="list-style-type: none"> • Rating system changeover delayed publication of rates notices and accordingly rate instalments have not been to budget. Anticipated instalments were received in October and this corrects the negative variance in the September quarter (\$1.3m). • Several additional grants received as result of Covid-19 recovery. The additional grant income and related expenditure have been added to the budget and mostly offset to provide minimal impact to net result. • Insurance for 2021-22 has been finalised and came in significantly higher than budget due to impact of recent building replacement valuation. Last year insurance was \$391K but increased 34% to \$524K.

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Income Statement (Continued)	<p><i>capital income is reported separately to identify the Operating Net Surplus/(Deficit).</i></p>	<ul style="list-style-type: none"> The Wycheproof Library project has been reallocated to operational expenditure as it has been confirmed no reportable asset will be obtained by Council due to the ownership/lease arrangements of the site. This increases the anticipated annual expenditure by \$230K. Due to underspending and capital project delays additional expenditure is required in the Waste service to align our waste charge to Essential Services Commission requirements for rate capping. This increase anticipates annual expenditure by \$315K The Operating Net Surplus is expected to be \$600K less than the approved budget. <p>Capital Income:</p> <ul style="list-style-type: none"> Prescribed expenditure of capital income is not included in the Income Statement and this can distort the analysis of the financial performance which is better reflected by the Operating Net Surplus/(Deficit). Capital expenditure against capital grant income is provided in the Capital Work Program report and as additional assets on the balance sheet. Additional Road to recovery (\$399K) is included in the forecast now the funding amount has been confirmed. This increase capital income reported in the Income Statement. Grant income for the Wycheproof Library (\$232K) has been reallocated to operational income. Net Surplus/(Deficit) is ahead (\$1.8m) as at 30 September due to earlier receipting timing of capital income.
Balance Sheet	<p><i>The Balance Sheet summarises the value of Assets (what Council owns) and our Liabilities (what Council owes), and the difference between assets and liabilities (Net Assets or Equity) reflects Council's net worth as at the end of the month reported.</i></p>	<ul style="list-style-type: none"> Cash has decreased \$5.9m since 30 June reporting as we meet outstanding payables relating to capital works. No change to anticipated year-end Net Assets expected at this stage.
Cashflow Statement	<p><i>The Cashflow Statement reflects actual results for the reporting period in line with statutory financial reporting.</i></p>	<ul style="list-style-type: none"> Approximately \$6.3m cashflow has been used to service the capital works program in past 3 months.
Cashflow Forecast	<p><i>The Cashflow Forecast is a projection of cashflow for the remainder of the year based on the month-end cash balance, the monthly budgets, specified timing parameters (such when BAS/super are due and quarterly rate receipts) and capital expenditure.</i></p>	<ul style="list-style-type: none"> Report held over while capital project timing is confirmed.
Cashflow	<p><i>The Cashflow Chart visually</i></p>	<ul style="list-style-type: none"> Report held over while capital project timing is

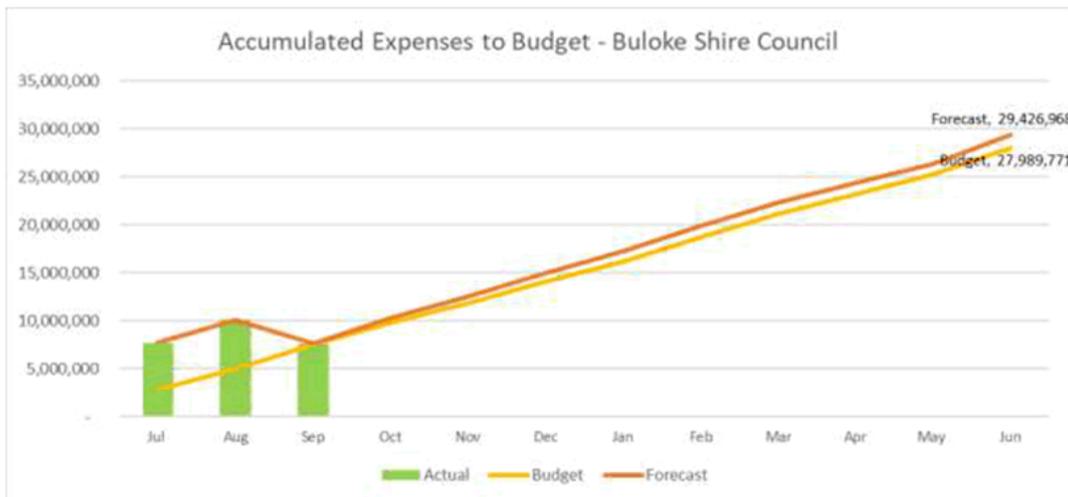
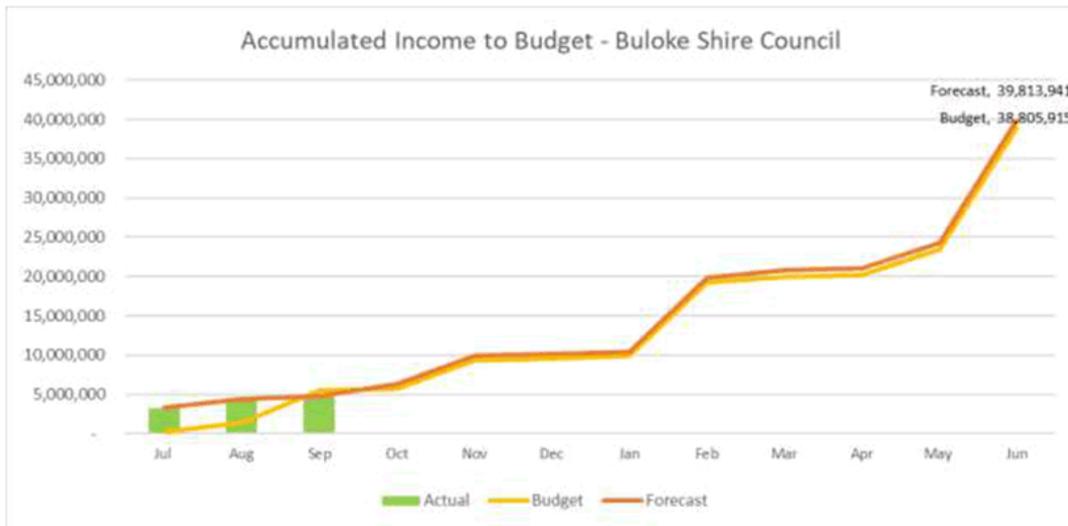
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Chart	<i>depicts the cashflow forecast and the updated format is illustrated in a dual design, based on best practice reporting.</i>	confirmed.
Capital Works Program	<i>The Capital Works Program lists the income and expenditure for each project incurred to date.</i>	<ul style="list-style-type: none"> List of active projects listed by required reporting levels under multi-funded/multi-year arrangements. Additional \$3.5m in project expenditure forecast above Council adopted budget. Does not include committed expenditure (Purchase Orders). Reporting format under development. Additional \$4m committed in purchase orders as at 30th September 2021.

FINANCIAL VIABILITY

The tables below provide an overview of Council’s financial performance against Approved budget income and expenses as at 30 September 2021.



Council adopted its Annual Budget 2021/22 in June 2021. The Buloke Shire Council Plan 2021-2025 outlines Council's commitment to providing clear and concise reporting on a quarterly basis to Council meetings.

DISCUSSION

The Committee was informed that financial reporting to Council is now prepared quarterly instead of monthly to allow for more analysis and reporting to be undertaken. They also noted that there was a number of timing variances particularly with rate revenue resulting from the new system, which has been resolved in the second quarter. Insurance renewals significantly impacted the budget with a 35% increase that mainly resulted from the asset revaluations that were undertaken last year. A revision of the budget for the garbage charge expenditure will ensure Council is operating on cost recovery. The awarding of Councils waste contract next week will clarify a number of budget issues related to waste. At this point in time, it is not clear how this may impact the waste charge to ratepayers next financial year.

7.16 AUDIT AND RISK COMMITTEE SELF-ASSESSMENT SURVEY OUTCOMES

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/09/02

PURPOSE

To inform the Audit and Risk Committee of the outcomes from the Audit and Risk Committee Self-Assessment Survey for 2021.

RECOMMENDATION

That the Audit and Risk Committee note the outcomes from the Audit and Risk Committee Self-Assessment Survey for 2021.

NOTED

Attachments: 1 [⇒ Survey Outcome](#)

KEY POINTS / ISSUES

In accord with the Audit and Risk Committee Charter, an Audit and Risk Committee Self-Assessment Survey was undertaken. Council's Audit and Risk Committee members, internal and external auditors, current Councillors and the Senior Leadership Team were invited to participate in the survey. The survey was optional for Councillors and the Senior Leadership Team.

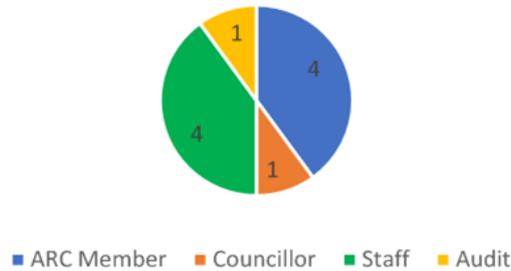
The survey is designed to ensure the Audit and Risk Committee has the opportunity to self-evaluate and receive feedback on its performance over the preceding twelve months, and consider:

- Its effectiveness as an Advisory Committee to Council;
- Areas for improvement, and ensure plans to support improvement are developed; and
- Compliance with the Charter.

The final survey results are attached to this report.

Responses from the Audit and Risk Committee, Councillors, the Senior Leadership Team (staff) and Council's internal and external auditors was received.

Responses



The survey in prior years was based on a rating of 1 - 10, however in 2021 the rating was of 1- 5. To enable comparison of the 2021 data to prior years, the average score was doubled and a tolerance of +/- 0.5 was included.

Overall, the survey data highlights an improvement in the Audit and Risk Committee's view of its overall performance during 2021. The average score of 8.5 from Committee members and 8.4 from the remaining 3 cohorts has shown that the perceived effectiveness of the Committee is somewhat aligned.

The lowest score from the Committee relates to reviewing the performance of internal audit, giving consideration to the Institute of Internal Auditors' International Standard for the Professional Practice of Internal Auditing. The comments have somewhat qualified this outcome by stating "whilst the Audit Committee has reviewed that performance of internal audit it has not been specifically done in terms of the International Standard". A second comment was also made along these lines.

The comments also reflected concern around whether structured reporting lines for both internal and external audit were present, to ensure audit independence.

When compared to 2020 data, whilst there were no significant drops, the survey shows that there is slightly less confidence by the Committee in:

- Risk Management and the assurance that systems are in place to identify high risks and that they are being dealt with appropriately.
- Internal Audit – provide a structured reporting line for internal audit to ensure audit independence.
- External Audit – provide a structured reporting line for external audit.

Several positive and constructive comments were received for each of the survey response sections. They are shown below under the relevant headings.

Financial Reporting

- Thorough reporting on financial matters to the Committee.
- The Shire staff provide very good information and support on this area.

Internal Control

- Detailed presentations have been received by the Committee and prompt responses to questions raised.
- The Committee looks closely at the scope of reviews, findings, and management responses.

Risk Management

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- Further work to be undertaken by staff to improve risk management framework and application.
- Whilst there has been considerable work undertaken, it is also acknowledged that a lot more work is also required in relation to risk mitigation.
- The broad scope of risk for a council like Buloke, a small council with the full responsibilities of any municipal authority in Victoria, makes a challenge to address the effectiveness of control systems. Management resources are very aware of, and report to the Committee on risks, especially emerging. So, there is awareness, but testing to assess effectiveness of controls is limited.

Business Continuity

- Further work to be undertaken by staff in business continuity.
- The recent internal audit has highlighted a number of important aspects of business continuity that require attention.
- Plans are in place.

Internal Audit

- Whilst the Committee has reviewed the performance of internal audit it has not been specifically done in terms of the International Standard.
- Another comment indicated that a response could not be provided in relation to the Committee reviewing the performance of internal audit giving considerations to the International Standard, nor a response for providing a structured reporting line for internal audit to insure internal audit independence.

External Audit

- The Committee has not taken up the opportunity to meet privately with the external auditor.
- The Committee and the Council has benefitted from the diligence and commitment of the external audit representative.
- Council has met the standards required by VAGO consistently.

Compliance

- A recent review of the Inspectorate's examples of best practice on compliance reporting highlighted the quality of the presentations to the Committee.
- Unable to answer the ethical standards question.

Reporting Responsibilities

- Due to COVID, most Committee meetings were held via Zoom
- It is acknowledged that because most of the meetings have been conducted via zoom it is difficult to enable the 'informal' engagement to occur, but they still have enabled open discussion.

Agendas, Minutes or Other

- Quality work has always been presented to the Committee.
- The agendas and minutes are good.

General Comments:

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- Thank you for the opportunity to contribute to, and guide, the work of the Audit and Risk Committee.
- The work of the Committee is of a very robust nature. I would be keen to get an understanding of their views on only having quarterly finance reports made available to Councillors.

DISCUSSION

The Committee noted the report and the Chair thanked all contributors to the survey, noting it is encouraging to get feedback from non-Audit and Risk Committee members.

7.17 AUDIT AND RISK COMMITTEE 2022 MEETING SCHEDULE**Author's Title:** Governance Officer**Department:** Corporate Services**File No:** FM/02/09**PURPOSE**

To propose the 2022 meeting schedule for the Audit and Risk Committee.

MOTION:

That the Audit and Risk Committee adopts its 2022 Meeting schedule as follows:

1. Wednesday 2 February 2022, commencing at 1.00 pm Wycheproof Supper Room
2. Wednesday 4 May 2022 commencing at 1.00 pm Wycheproof Supper Room
3. Tuesday 13 September 2022 commencing at 10.00 am Wycheproof Supper Room
4. Wednesday 7 December 2022 commencing at 10.00 am Wycheproof Supper Room

MOVED: MARGARET ABBEY**SECONDED:** BERNARD YOUNG**CARRIED.****Attachments:** Nil**KEY POINTS / ISSUES**

The Audit and Risk Committee (Committee) is required to schedule its meeting dates for 2022. The proposed dates are recommended and take into consideration the preparation of the Annual Budget, and the year-end Financial and Performance Reporting Statements.

In the event the Financial and Performance Reporting Statements are not finalised in time for the September 2022 Council Meeting, the Committee may determine to reschedule the meeting or hold a meeting outside of the above arrangements.

It is also noted that the dates may be subject to change depending of the timing of appointment of Council's external auditor.

The above meeting dates do not prevent the Chair from scheduling other meetings during the calendar year.

DISCUSSION

The Committee endorsed the meeting dates for 2022.

7.18 DRAFT 2022 AUDIT AND RISK COMMITTEE WORK PLAN

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

PURPOSE

To provide the Audit and Risk Committee (Committee) with a Draft Annual Work Plan for 2022.

MOTION:

That the Audit and Risk Committee adopt the 2022 Audit and Risk Committee Work Plan

MOVED: MARGARET ABBEY

SECONDED: BERNARD YOUNG

CARRIED.

Attachments: 1 [⇒ Draft 2022 Audit and Risk Committee Work Plan](#)

KEY POINTS / ISSUES

The Audit and Risk Committee Charter (Charter) requires the Committee to adopt and maintain an annual work plan. The work plan incorporates all matters to be considered by the Committee over a twelve-month period, including matters outlined in the Committee Charter adopted by Council in September 2020.

The attached Annual Work Plan has been populated based on the status of current documents and processes, and key documents and initiatives to be considered within the 2022 meeting schedule.

The Annual Work Plan is not a static document and will be reviewed and adjusted for each meeting of the Committee to include additional items as recommended.

DISCUSSION

The Committee endorsed the 2022 Work Plan, subject to aligning the proposed internal audits to the Internal Audit Plan 2022.

1.1 DEBTOR WRITE OFF**Author's Title:** Manager Finance**Department:** Corporate Services**File No:****PURPOSE**

Advise the Committee of debts determined to be uncollectable and written off in the preceding period.

RECOMMENDATION

That the Audit and Risk Committee Meeting note:

1. The write of debtors as listed

NOTED**Attachments:** 1 [⇒ Infringement Debtor Write off](#)**KEY POINTS / ISSUES**

The attached list of debtors were written off during the 2021-22 financial year in the period to 31st October.

The outstanding amounts relate to unpaid infringements. Council officers have determined the debts as uncollectible for the reasons listed below:

Reason:	Infringements	Value	Value %	Ave. Age (Days)
Individual Deceased	13	17,242	37%	1,261
Out of time for enforcement	28	29,120	62%	1,136
Withdrawn	1	330	1%	781
	42	46,692		

DISCUSSION

The Committee were informed that in the past infringements were managed well, however provisions in the budget did reflect this. Advice from Internal Audit on the debt management policy will ensure Council is more proactive in debt recovery.

1.2 2021-22 BUDGET TIMETABLE

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/02/09

PURPOSE

To inform the Audit and Risk Committee of the timetable for the 2021-22 Forecast and 2022-23 Budget.

RECOMMENDATION

That the Audit and Risk Committee Meeting note:

1. The 2021-22 budget timetable provided

NOTED

Attachments: 1 [⇒2021-22 Budget Timetable](#)

KEY POINTS / ISSUES

Council produces a forecast and budget timetable to enable stakeholders to meet key timeframes and obligations in forecast review and budget development.

The forecast and budget timetable has been prepared to allow sufficient time for Councillor briefings and input.

The timetable also provides the opportunity to ensure the community has time to consider the key initiatives proposed within the 2022-23 Annual Budget in accordance with the community engagement principles enshrined within the *Local Government Act 2020* and the requirements under Council's Community Engagement policy.

DISCUSSION

The Committee indicated that it was a well structured timetable and noted that it provides for continuous improvement and consultation.

8. ANY OTHER BUSINESS

The Chair thanked everybody for their participation and contributions and indicated that the quality of work and support is appreciated.

9. MEETING CLOSE

Meeting closed at 11:20am

8.2.5 COMMUNITY GRANTS AND SPONSORSHIPS

Author's Title: Community Development Officer

Department: Community Development

File No: GS/09/42

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Community Wellbeing

PURPOSE

This report is presented to Council to consider the allocation of funds from the Community Grants and Sponsorship Program.

SUMMARY

Presenting two applications for the Community Grants and Sponsorship program for the Financial Year 2021/2022 and one application for the Financial Year 2022/2023.

RECOMMENDATION

That Council:

1. Allocates the following funding under the Community Grants and Sponsorship program:
\$1500 Project Support Grant to Birchip Business and Learning Centre,
\$2000 Project Support Grant to Wycheproof P12 College,
\$2000 Project Support Grant to Birchip Playgroup, for the 2022/2023 Financial Year.

Attachments: 1 Community Grants 2021-2022 Council Report

DISCUSSION

The following applications for funding are being put forth to Council for final decision. Each of these applications have been assessed as per the Community Grant Guidelines as accepted by Council. The Senior Leadership Team recommends the following grants for council's consideration and final decision on the allocations.

Project:	MikMaks in Concert
Organisation:	Birchip Playgroup
Grant Type	Project Support Grant
Amount Applied:	\$2000
Funding Amount Recommended:	\$2000
Full project cost:	\$5883.40
Project Description:	The MikMaks are a performing group that entertain children 0-10 through music and song. The Birchip Playgroup are bringing them to Birchip, so that the young children in Birchip and beyond have access to a live performance. They plan to hold it in the Birchip Public Hall and have over 250 people attending (COVID Restrictions pending). Funding would subsidise the cost of the performance so that it is more accessible for the community.
Project Benefit:	The concert will benefit many parents and children from surrounding districts and give families a chance to see live music without having to travel out of Buloke.
Project:	Mali Heart Street Art Festival Supporting Events
Organisation:	Birchip Business and Learning Centre
Grant Type	Project Support Grant
Amount Applied:	\$2000
Funding Amount Recommended:	\$1500
Full project cost:	\$3000
Project Description:	Art and Circus workshops will be provided to young people during the Mali Heart Street Art Festival, the workshops are designed to complement the festival, and be a way to engage with the youth, promoting culture and art in Buloke.
Project Benefit:	The event will work alongside the existing event and be a way in which young people are able to be engaged in the festival. The workshops will be conducted free of charge so that everyone can participate.
Project:	Buloke Youth Health Expo
Organisation:	Wycheproof P-12
Grant Type	Project Support Grant
Amount Applied:	\$2000
Funding Amount Recommended:	\$2000
Full project cost:	\$8,000
Project Description:	Youth Health expo for May 2022 at the Birchip Leisure Centre. The event will bring all students in years 9 and 10 from across Buloke to attend a health promotion event.
Project Benefit:	The event will bring in expert speakers to talk to the students on health issues facing them and will engage service providers as well as promoting services to young people in Buloke. The Expo has been successfully conducted in recent years, and there is a positive impact for the students.

A Sponsorship grant of **\$250 was awarded to Charlton Lions Club for their 'Charlton X-mas Fest'**, this was approved by Interim CEO, Wayne O'Toole, as per the Grant Guidelines.

An administrative error on the December 2021 Council Meeting Agenda resulted in the Wycheproof and District Lawn Tennis Club being recommended to receive a \$4948.08 Sustainability Grant, this should have been \$5,500. The Interim CEO and Council approved for the funding amount to be amended so that the amount granted was the same as the amount requested, by the applicant.

2021/2022 Community Grant Fund Balance: (20 January 2022) \$8,967

2021/2022 Sustainability Grant Fund Balance: (20 January 2022) \$27,696.67

2022/2023 Community Grant Fund Balance: (20 January 2022) \$20,000

RELEVANT LAW

Not applicable

RELATED COUNCIL DECISIONS

Not applicable

OPTIONS

Council has the option not to allocate funds as per recommended or defer for further information.

SUSTAINABILITY IMPLICATIONS

Not applicable

COMMUNITY ENGAGEMENT

Manager of Community Services or Community Development Officer engaged with each applicant listed.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable

COLLABORATION

Not applicable

FINANCIAL VIABILITY

These applications for the 2021/22 Financial Year from the \$20,000 allocation for Community Grants and the Sustainability Fund \$50,000 allocation.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable

COUNCIL PLANS AND POLICIES

Buloke Shire Council Plan 2021-2025 and Long-Term Community Vision.
Community Grant Guidelines.
Community Engagement Policy.

TRANSPARENCY OF COUNCIL DECISIONS

Not applicable

CONFLICTS OF INTEREST

No officers involved in this report have a conflict of interest.

Community Grants, Sponsorship & Sustain:

2021-2022

<i>Organisation</i>	<i>Type</i>
Charlton Probus Club	Small Equipment Grant
Charlton Golf Club	Sponsorship
North Central LLEN Watchem Development Association	Sponsorship Project Support Grant
Donald Friends & Neighbours	Small Equipment Grant
Wycheproof Mens Shed	Small Equipment Grant
Wycheproof Caravan Park	Small Equipment Grant
Charlton Rotary Club Wycheproof and District Lawn Tennis Club	Sponsorship Small Capital Equipment Grant
Mallee Sports Assembly	Sponsorship Small Capital Equipment Grant
Birchip Playgroup	Grant
<i>Donald 2000</i> Birchip Business and Learning Centre	<i>Project Support Grant</i> Project Support Grant
Charlton Lions Club	Sponsorship
Buloke Youth Health Expo	Project Support Grant
Birchip Playgroup	Project Support Grant

Birchip Business and Learning Centre **Project Support Grant**

2021-2022	Sustainability Fund
Watchem Development Association	Sustainability Grant
Wycheproof and District Lawn Tennis Club	Sustainability Grant
Donald 2000	Sustainability

ability Fund February Council Report Update

<i>Date received</i>	<i>Amount in Application</i>	<i>Recommended \$</i>
22/06/2021	\$ 1,000.00	\$ 1,000.00
29/06/2021	\$ 500.00	\$ 500.00
11/06/2021	\$ 500.00	\$ 500.00
6/07/2021	\$ 2,000.00	\$ 2,000.00
14/07/2021	\$ 933.00	\$ 933.00
13.8.21	\$ 600.00	\$ 600.00
11.8.21	\$ 1,000.00	\$ 1,000.00
20.8.21	\$ 500.00	\$ 500.00
20/10/2021	\$ 500.00	\$ 500.00
27/10/2021	\$ 250.00	\$ 250.00
16/11/2021	\$ 1,000.00	\$ 1,000.00
26/10/2021	\$ 2,000.00	N/A
12/11/2021	\$ 2,000.00	\$ 2,000.00
3/12/2021	\$ 250.00	\$ 250.00
23/11/2021	\$ 2,000.00	\$ 2,000.00
15/11/2021	\$ 2,000.00	\$ 2,000.00

13/11/2021 \$	2,000.00 \$	1,500.00
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	\$	16,533.00
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23/07/2021 \$	8,090.00 \$	8,090.00
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20/10/2021 \$	7,466.80 \$	5,500.00
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10/11/2021 \$	6,535.00 \$	8,713.33
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	\$	22,303.33
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***Granted by
Council***

\$ 1,000.00

\$ 500.00

\$ 500.00

\$ 2,000.00

\$ 933.00

\$ 600.00

\$ 1,000.00

\$ 500.00

\$ 500.00

\$ 250.00

\$ 1,000.00

Withdrawn

\$ 2,000.00

250

0

Financial Year
22/23

0

\$ 11,033.00

\$ 8,090.00

\$ 5,500.00

\$ 8,713.33

\$ **22,303.33**

8.3 FINANCIAL REPORTS

8.3.1 FINANCE REPORT AS AT 31 DECEMBER 2021

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/01

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

To present to the Council the financial statements for the period ending 31 December 2021.

SUMMARY

The forecasted year-end surplus in the approved budget was \$10.82m and is currently reported at a similar level. Finalisation of the capital project forecasting is still in progress and the anticipated year-end result is expected to decrease due to project delays and funding milestone adjustments.

The budget amendments at the start of the financial year approved after the formal budget process, increase both Council's income and expenses as most are generated by additional grants received and related expenditure. However, some budget amendments have negatively impacted to the forecasted year-end Operating Net Surplus by approximately \$600K.

RECOMMENDATION

That Council receives and notes the Financial Performance Report for the period ending 31 December 2021.

Attachments:	1	Income Statement
	2	Balance Sheet
	3	Cashflow Statement
	4	Capital Works Program

DISCUSSION

Report:	Report explanation:	Year to date performance to Budget and Forecast outcome:
Income Statement	<i>The Income Statement provides a summary of the total income and total expenditure relating to Council's annual operations for the reporting period. Capital grant income is included in this statement, but any related expenditure is not reflected as this is reported as increased assets on the Balance Sheet. To exclude potential distortion</i>	Operating result: <ul style="list-style-type: none"> Rates instalments received to 31st December is less than anticipated but expected to level out following annual instalment in February. Correction of allocation between Statutory fees and fines and User fees mostly off-set the variance between these two income categories. Grants – operating variance reflects several additional grants received as result of Covid-19 recovery and the reallocation of the Wycheproof Library grant from Grants - capital. The additional grant income and related

<p>Income Statement (Continued)</p>	<p><i>of underlying operations in the Income Statement, capital income is reported separately to identify the Operating Net Surplus/(Deficit).</i></p> <p><i>Prescribed expenditure of Capital Income is not included in the Income Statement, and this can distort the analysis of the financial performance which is better reflected by the Operating Net Surplus/(Deficit).</i></p> <p><i>Capital expenditure against capital grant income is provided in the Capital Work Program report and as additional assets on the balance sheet.</i></p>	<p>expenditure have been added to the budget and mostly offset to provide minimal impact to net result.</p> <ul style="list-style-type: none"> • Contribution income year to date reflects a negative variance due to delay with pension rebate processing due to Rates system changeover. • Other income reflects positive variance year to date due to increased reimbursements from community facility management and workcover. • Budgeted back-pay of EBA increase has not occurred to date as expected. This accounts for the year-to-date positive variance but is anticipated to level out later in the year. Forecast to be updated further in February. • Full year forecast for Materials and services mostly reflects additional expenditure relating to additional Grant – operating funding and catch-up required in Waste service. • Due to underspending and capital project delays additional expenditure is required in the Waste service to align our waste charge to Essential Services Commission requirements for rate capping. This increase anticipates annual expenditure by \$315K • Insurance for 2021-22 has been finalised and came in significantly higher than budget due to impact of recent building replacement valuation. • The Operating Net Surplus for the full financial year is reported to be \$200K less than the approved budget but this will be further impacted by EBA back-payment (still to be confirmed) bringing the estimate closer to \$300K less than approved budget. <p>Capital Income:</p> <ul style="list-style-type: none"> • Timing of capital income recognition is currently being aligned to project milestone completion. This may impact full year estimates if projects have been delayed and/or renegotiated with the funding body. • Project forecasting is due to be completed in February.
<p>Balance Sheet</p>	<p><i>The Balance Sheet summarises the value of Assets (what Council owns) and our Liabilities (what Council owes), and the difference between assets and liabilities (Net Assets or Equity) reflects Council's net worth as at the end of the month reported.</i></p>	<ul style="list-style-type: none"> • Cash has decreased \$6.3m since 30 June reporting as we meet outstanding payables relating to capital works. • Approximately \$9.5m of cash is restricted and relates to Capital Grant income held in advance of milestone completion. This amount is still to be confirmed through capital project forecasting and it is expected to be higher due to project delays. • No change to anticipated year-end Net Assets expected at this stage.

Cashflow Statement	<i>The Cashflow Statement reflects actual results for the reporting period in line with statutory financial reporting.</i>	<ul style="list-style-type: none"> Approximately \$13.0m cashflow has been used to support the capital works program year-to-date.
Cashflow Forecast	<i>The Cashflow Forecast is a projection of cashflow for the remainder of the year based on the month-end cash balance, the monthly budgets, specified timing parameters (such when BAS/super are due and quarterly rate receipts) and capital expenditure.</i>	<ul style="list-style-type: none"> Report held over while capital project timing is confirmed through forecasting process to be completed in February.
Cashflow Chart	<i>The Cashflow Chart visually depicts the cashflow forecast and the updated format is illustrated in a dual design, based on best practice reporting.</i>	<ul style="list-style-type: none"> Report held over while capital project timing is confirmed through forecasting process to be completed in February.
Capital Works Program	<i>The Capital Works Program lists the income and expenditure for each project incurred to date.</i>	<ul style="list-style-type: none"> Report includes committed expenditure (Purchase Orders). List of active projects listed by required reporting levels under multi-funded/multi-year arrangements. Additional \$3.5m in project expenditure forecast above Council adopted budget. Highlighted projects are multi-year and variations between financial years have occurred. All projects remain within approved budget across financial years at this stage but may report advisedly

RELEVANT LAW

This report is consistent with the requirements of the *Local Government Act 2020*.

RELATED COUNCIL DECISIONS

The Council adopted its Annual Budget 2021/22 on 16 June 2021. Budget amendments identified above have been incorporated into the Council's current budget forecast as reported.

OPTIONS

Not applicable to this report.

SUSTAINABILITY IMPLICATIONS

Not applicable to this report.

COMMUNITY ENGAGEMENT

Not applicable to this report.

INNOVATION AND CONTINUOUS IMPROVEMENT

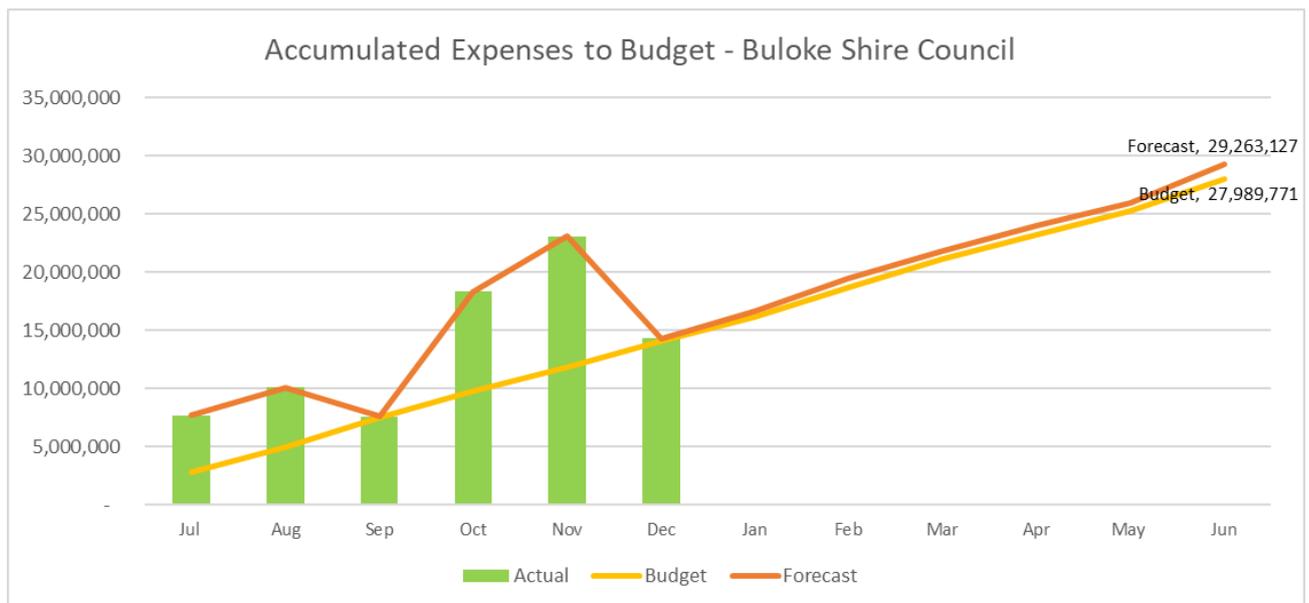
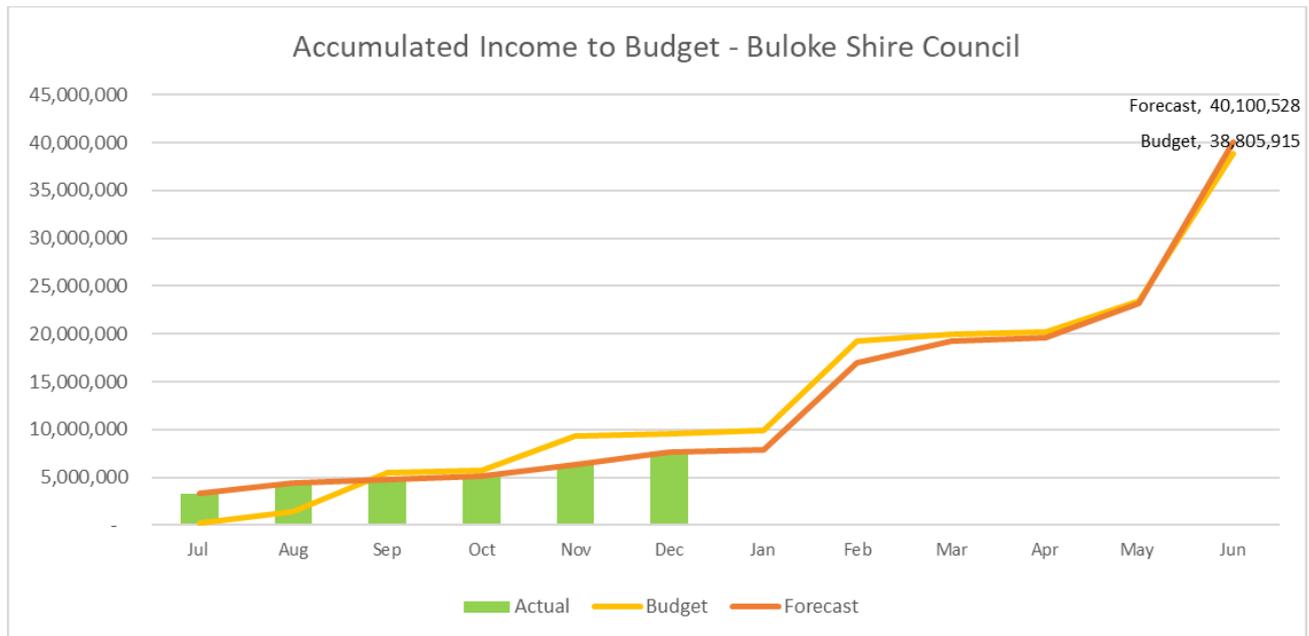
Not applicable to this report.

COLLABORATION

Not applicable to this report.

FINANCIAL VIABILITY

The tables below provide an overview of Council’s financial performance against Approved budget income and expenses as of 31 December 2021.



REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable to this report.

COUNCIL PLANS AND POLICIES

Council adopted its Annual Budget 2021/22 in June 2021. The Buloke Shire Council Plan 2021-2025 outlines Council’s commitment to providing clear and concise reporting on a quarterly basis to Council meetings.

TRANSPARENCY OF COUNCIL DECISIONS

Financial reporting ensures the Council and the Buloke community are aware of financial implications of decisions and actions. Reporting Council’s financial position allows the Council to monitor and respond to financial risk.

CONFLICTS OF INTEREST

No officer involved in the preparation of this report had a conflict of interest.

Income Statement — Buloke Shire Council

MONTH: DEC 2021

	Jul 2021 - Dec 2021		Approved Budget		Full Year Budget	
	Actuals	Approved	Variance	Variance (%)	Approved	Forecast
Operating Income						
Rates and charges	2,513,476	3,820,300	(1,306,823)	(34%)	14,250,424	14,266,769
Statutory fees and fines	110,051	165,854	(55,802)	(34%)	239,955	283,606
User fees	355,154	312,969	42,185	13%	760,114	796,395
Grants - operating	3,071,453	2,464,380	607,074	25%	9,019,637	9,812,271
Contributions	5,648	42,865	(37,217)	(87%)	43,465	48,613
Other Income	281,972	96,660	185,312	192%	228,320	406,279
Total Operating Income	6,337,754	6,903,027	(565,272)	(8%)	24,541,915	25,613,933
Operating Expense						
Employee Costs	5,091,723	5,365,509	273,787	5%	10,744,812	10,912,147
Materials and services	4,383,204	3,793,323	(589,881)	(16%)	6,932,073	8,112,252
Depreciation & Amortisation (Leasing)	4,580,595	4,674,744	94,149	2%	9,354,644	9,260,494
Bad and doubtful debts	0	0	0	N/A	178,000	197,838
Borrowing costs	16,496	16,518	21	0%	32,993	32,971
Other expenses	231,456	299,655	68,199	23%	747,250	747,425
Total Operating Expense	14,303,474	14,149,750	(153,725)	(1%)	27,989,771	29,263,127
Operating Net Surplus/(Deficit)	(7,965,720)	(7,246,723)	(718,997)	(10%)	(3,447,856)	(3,649,195)
Capital Income						
Grants - capital	1,272,320	2,699,320	(1,427,000)	(53%)	14,076,000	14,252,763
Other Capital Income	10,000	0	10,000	N/A	188,000	178,000
Net Profit/(Loss) disposal of PIPE	55,833	0	55,833	N/A	0	55,833
Total Capital Income	1,338,152	2,699,320	(1,361,168)	(50%)	14,264,000	14,486,595
Net Surplus/Deficit	(6,627,568)	(4,547,403)	(2,080,165)	(46%)	10,816,144	10,837,401



Balance Sheet — Buloke Shire Council

DEC 2021

	Dec 2021	Jun 2021	Variance	% Variance
Asset				
Current assets	26,115,844	32,488,413	(6,372,570)	(20%)
Cash and cash equivalents	24,110,585	30,146,332	(6,035,747)	(20%)
Trade and other receivables	1,677,774	1,913,394	(235,620)	(12%)
Inventories	283,969	132,020	151,949	115%
Other assets	43,515	296,668	(253,153)	(85%)
Non-current assets	282,157,286	273,449,647	8,707,639	3%
Property, infrastructure, plant and equipment	282,157,286	273,449,647	8,707,639	3%
Right of Use Assets	(12,018)	185,302	(197,320)	(106%)
Total Asset	308,261,112	306,123,363	2,137,749	1%
Liability				
Current liabilities	20,924,076	12,158,759	(8,765,317)	(72%)
Trade and other payables	8,582,715	2,497,619	(6,085,095)	(244%)
Trust funds and deposits	10,026,603	7,284,167	(2,742,436)	(38%)
Provisions	2,289,850	2,225,294	(64,556)	(3%)
Leases	24,907	151,678	126,771	84%
Non-current liabilities	1,268,834	1,268,834	0	0%
Leases	58,146	58,146	0	0%
Provisions	1,210,688	1,210,688	0	0%
Total Liability	22,192,910	13,427,593	(8,765,317)	(65%)
Net Assets	286,068,202	292,695,769	(6,627,568)	(2%)
Equity				
Accumulated Surplus	119,609,583	112,144,954	7,464,629	7%
Reserves	173,086,186	173,086,186	0	0%
Current Earnings	(6,627,568)	7,464,629	(14,092,197)	(189%)
Total Equity	286,068,202	292,695,769	(6,627,568)	(2%)

Cashflow Statement — Buloke Shire Council

JUL 2021 - DEC 2021

	Jul 2021 - Dec 2021
	Actuals
Bank at Beginning	30,146,332
Cashflow from Operating Activities:	
Net Profit	(6,627,568)
Adjustments to Net Profit for Non-Cash Activities:	
Non - Cash expenses	4,577,545
Depreciation	4,380,225
Other	197,320
Total Adjustments to Net Profit for Non-Cash Activities	4,577,545
Adjustments to Net Profit for Non-Operating Activities:	
Operating Activities	(55,833)
Cash Inflows - Operational Income	(55,833)
Non - Cash expenses	16,496
Other	16,496
Total Adjustments to Net Profit for Non-Operating Activities	(39,336)
Adjustments for Balance Sheet Movement on Operating Activities:	
Current assets	339,476
2 · Trade and other receivables	235,620
4 · Inventories	(151,949)
5 · Other assets	255,806
Current liabilities	8,762,854
1 · Trade and other payables	6,082,632
2 · Trust funds and deposits	2,742,436
3 · Provisions	64,556
5 · Leases	(126,771)
Total Adjustments for Balance Sheet Movement on Operating Activities	9,102,330
Net Cashflow from Operating Activities	7,012,970

Cashflow from Investing Activities:

Current assets	(2,653)
5 · Other assets	(2,653)
Non-current assets	(13,087,864)
Property, infrastructure, plant and equipment	(13,087,864)
Operating Activities	55,833
Cash Inflows - Operational Income	55,833
Net Cashflow from Investing Activities	(13,034,684)

Cashflow from Financing Activities:

Current liabilities	2,463
1 · Trade and other payables	2,463
Non - Cash expenses	(16,496)
Other	(16,496)
Net Cashflow from Financing Activities	(14,033)
Net Cashflows	(6,035,747)
Bank at End	24,110,585

Budget FORECAST 2021-22
 Account tree BSC - Bal Sheet
 Using actuals up to Dec 2021

Buloke Shire Council
Capital Project Report for month ended 31st December, 2021

Description	\$'000		
	BUDGET	EXPENDITURE	YTD Variance
Bridges	141	2	139
Scilleys Island Bridge	141	2	139
Building	1,502	692	810
21 C/F Wycheproof Caravan Park Upgrade	140	6	134
21 C/F Birchip Town Centre	101	62	40
21 C/F Donald Community Precinct 2020/21>	177	153	23
21 C/F Tchum Lakes Septic Works	33	28	5
21 C/F Tynan Park Septic Upgrade	12	8	4
21 C/F Watchem Hall Entrance	22	1	21
21 C/F Watchem Lake Toilet Remediation	91	17	74
21 C/F Wooroonook Lakes Camping Ground Upgrade	120	84	36
Cabins Infrastructure for Tourism and Short Term Accommodation	0	4	(4)
Donald Caravan Park Upgrade	60	73	(13)
Donald Pony Club Septic	20	21	(1)
Lake Cabins	399	10	389
Lake Tyrrell 2020/21>	25	0	25
Sea Lake Visitors Information Centre	300	224	76
Wycheproof Library	2	1	1
Building improvements	69	7	61
Charlton Early Years 2020/21>	3	0	3
Charlton Travellers Rest Roof	25	2	23
Halls Improvements	5	5	0
Workshop Upgrade	35	0	35
Computers and telecommunications	404	151	253
IT Equipment	84	59	25
IT Equipment Renewal: Annual Allocation	170	92	78
IT Systems	150	0	150
Drainage	785	751	35
21 C/F Kayes St Charlton Drainage	582	663	(81)
Bichip town drainage improvements	63	63	0
Birchip Streetscapes - Drainage	100	0	100
Nullawil Drainage	40	25	15
Footh paths and cycleways	178	17	161
Birchip Hospital Footpath	15	16	(0)
Crossovers: Annual Allocation	63	0	62
Footpaths: Annual Allocation	100	1	99
Furniture, Fixtures and Equipments	189	83	106
CCTV Program	40	1	39
Depot Safety	12	0	12
Depot Safety Upgrade - Keyless Entry	30	12	18
Library Shelving	25	0	25
Small Town Street Furniture	5	7	(2)
Split System Renewal	15	2	13
Street Light LED Conversion	61	61	(0)

Land improvements	6,091	3,138	2,953
21 C/F Brightening Broadway	1,158	214	944
21 C/F Wyche Wetlands / Mt Wyche	138	126	12
Birchip Streetscapes	313	1,825	(1,512)
Charlton Park Carpark	135	20	115
Charlton Riverfront continued	407	304	103
Charlton Streetscapes	551	4	546
Donald Riverfront continued	401	320	80
Donald Streetscapes	705	48	657
Lake Tyrrell continued	155	33	122
Nullawil Silo Art Carpark	28	1	27
Sea Lake Housing Development	440	44	395
Sea Lake Streetscapes	1,126	16	1,110
Wycheproof Saleyards	187	0	187
Wycheproof Streetscapes	348	182	166
Landfill cells	40	0	40
Old Sea Lake Landfill Cell Reparation	40	0	40
Parks, Open Space and streetscapes	3,017	216	2,801
Buloke Playspaces Trail: Birchip	773	33	740
Buloke Playspaces Trail: Berriwillock	495	34	461
Buloke Playspaces Trail: Charlton	631	34	597
Buloke Playspaces Trail: Donald	594	81	513
Buloke Playspaces Trail: Wycheproof	457	34	423
Mt Wycheproof Walking Trails	27	0	27
Park Irrigation Annual Allocation	40	0	40
Property, Plant and Machinery	703	343	360
21 C/F Major Plant	303	343	(40)
Jetmaster	400	0	400
Recreational leisure and swimming pool	2,500	1,957	543
21 C/F LUB Charlton Football Club	378	279	99
21 C/F LUB Charlton Hockey Club	230	186	44
21 C/F LUB Charlton Tennis Club	118	149	(31)
21 C/F LUB Donald Tennis Club	78	117	(39)
21 C/F LUB Nullawil Football Club	693	405	287
21 C/F LUB Nullawil Netball Club	255	114	141
21 C/F LUB Wycheproof Narraport Football Club	329	293	36
21 C/F LUB Wycheproof Narraport Hockey Club	181	238	(57)
21 C/F LUB Wycheproof Tennis Club	75	78	(3)
Rejuvenating Wycheproof Caravan Park Camp Kitchen	51	22	29
Swimming pool plant upgrades	37	38	(1)
Swimming Pool Renewal; Annual Allocation	75	38	37
Roads	8,088	4,981	3,108
21 C/F Donald Urban Road Rehabilitation	74	74	0
21 C/F Sea Lake Lascelles/Culgoa-Lalbert Road	138	245	(107)
Berriwillock - Birchip Road Rehabilitation	1,664	1,900	(236)
Berriwillock Birchip Rd Floodways	133	126	8
Berriwillock-Springfield Road	140	107	33
Birchip Nullawil Road (AgriLinks)	356	48	307
Birchip Nullawil Road (LRCL)	1,623	1,501	123
Jeffcott Road	502	8	494
Jil Jil Road Rehab 22/23	46	0	46
Major Patch Annual Allocation	100	0	100
Marlbed Curyo Rehab 22/23	17	0	17
McLoughlan Road	27	4	23
McLoughlan Road Rehabilitation 22/23	567	12	555

Reseal Annual Allocation	1,224	0	1,224
Resheeting Annual Allocation	606	299	307
Sea Lake-Lascelles Road	788	657	132
Wilkur Watchupga Road Rehab 22/23	32	0	32
Woolshed Road Rehab 22/23	50	0	50
Waste Management	20	0	20
Old SeaLake Landfill Fence	20	0	20
Grand Total	23,727	12,337	11,390

8.4 ORGANISATIONAL REPORTS

Nil

8.5 REPORTS FROM COUNCILLORS

Nil

8.6 MATTERS WHICH MAY EXCLUDE THE PUBLIC

RECOMMENDATION:

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain confidential information on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

- | | | |
|-------|--|--|
| 8.6.1 | C109 2021/22 - LOCAL ROAD RECONSTRUCTION - NULLAWIL-BIRCHIP ROAD AND SEA LAKE-LASCELLES ROAD SECTION | (k) information prescribed by the regulations to be confidential information for the purposes of this definition |
| 8.6.2 | LEASE MT WYCHEPROOF RESERVE - BULOKE SHIRE COUNCIL AND TELSTRA CORPORATION LIMITED | <p>(g(i)) private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets</p> <p>(g(ii)) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage</p> |

RECOMMENDATION:

That Council reopens the meeting to the public pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020*.

9. OTHER BUSINESS

9.1 NOTICES OF MOTION

Nil

9.2 QUESTIONS FROM COUNCILLORS

Nil

9.3 URGENT BUSINESS

Nil

9.4 ANY OTHER BUSINESS

Nil

10. MEETING CLOSE